



Veteran Enrollment Certification Request Form

VETS Office: Cloud Hall Room 333

Front Desk: 415 239 3486

VETS Office Email: veterans@ccsf.edu

Student Information *Required

*NAME (Last)	(M)	(First)	*DEGREE/MAJOR	
PREFERRED NAME (Last)	(M)	(First)	PREFERRED PRONOUNS	
*PHONE	*CCSF EMAIL			
*CCSF SID	OTHER EMAIL			
*MAILING ADDRESS	*CITY	*STATE	*ZIP	

Certification Information

- **Falling below a 2.0 GPA: A "GPA" letter is REQUIRED for certification the semester immediately following the semester GPA fell below VA required 2.0. If GPA is not brought up to the minimum 2.0 after the following semester, VA education benefits will NOT be certified until this VA requirement is met**
- **All certifications require an updated Student Educational Plan (SEP)**

*Requesting Certification for:	_____	Number of units	<i>Must match education plan created with academic counselor</i>	
*Semester:	Fall _____	Spring _____	Summer _____	

Please remember to print out and bring in your VA Certificate of Eligibility (COE)

Indicate the VA benefit you will be using:

<input type="checkbox"/>	Chapter 31 Vocational Rehabilitation	<input type="checkbox"/>	Chapter 35 Dependents & Survivors Educational Assistance
<input type="checkbox"/>	Chapter 33 Post-9/11 GI Bill Chapter	<input type="checkbox"/>	1606 Montgomery GI Bill Selected Reserves
<input type="checkbox"/>	Chapter 30 Montgomery GI Bill Active Duty	<input type="checkbox"/>	

Y N Are you using or have you applied for Financial Aid this semester?

Y N Are you using Free City or any other scholarship this semester?

By signing this form, I affirm that the information I have provided is accurate and I understand:

- ❖ Failure to complete and return this form **immediately** after Veteran priority registration, may cause a delay in my VA benefits.
- ❖ Completion of this CCSF form assures me of enrollment certification with the Department of Veterans Affairs, but does **not guarantee** payment from VA.
Payment depends on many factors such as being enrolled in approved programs that are on your Student Education Plan (SEP), Not owing money to VA for any overpayments, and compliance with all VA regulations.
- ❖ My coursework at CCSF can be decertified after prior credit is evaluated (military or college), which may result in overpayment of benefits. VA does **not** pay benefits for repeating courses that have been successfully completed.
- ❖ Any change in status (dropping, adding, withdraw, student data changes, etc.) must be reported **immediately** to the CCSF VETS Office. Changes in enrollment after certification may result in under/over payment of benefits of which I may be liable for repayment to VA.
- ❖ It is **my responsibility** to follow my education plan and know important college deadlines.
- ❖ The certification of my classes may take 4 to 6 weeks during peak enrollment periods and it may take the Department of Veterans Affairs an additional 6 to 8 weeks to process certificates received from the many schools reporting enrollment to VA.
- ❖ Once my enrollment is certified with VA, they will notify me by email message sent to my CCSF email account.
- ❖ Any changes made to your education plan **NEEDS** to be approved by a CCSF **veteran's** academic counselor.
- ❖ I understand that I still need to sign and complete a **Student Responsibility Contract** with a CCSF **veteran's** academic counselor.
- ❖ I must complete this form **EVERY SEMESTER** for which I want to receive VA education benefits.

Signature:

Date: