

Veterans & Military Center Intake Form

I am requesting certification for _____. Your response should be for the upcoming semester.

First Name: _____

Last Name: _____

Date of Birth (mm/dd/yyyy): _____

J Number: _____

Address: _____

City _____

State _____

Zip _____

Email: _____

SSN: _____

Phone Number: _____

VA File Number: _____

Select the Chapter authorizing your GI Bill® benefits.

Chapter 30- Montgomery GI Bill (Active Duty)

Chapter 31- Vocational Rehabilitation Benefits

Ch. 33 Post 9/11 G. I. Bill®

Chapter 35- Survivors and Dependents Assistance (DEA)

Chapter- 1606 Montgomery GI Bill-SR

Have you previously used this VA benefit? Note:
If no, you must apply with VA to use benefits.

Yes

No

Are you staying on campus?

Yes

No

Will you be requesting any retroactive
certifications? If yes, which term (s)?

(Current Service Members Only) Do you plan to use Federal Tuition Assistance and/or SEAP in addition to your VA Education Benefit? FTA requests must be submitted 7 business days prior to the course start date.

Yes

No

Have you applied for SEAP?

Yes

No

Are you registered for an externship, internship or clinical course? Total Number of Hours

Yes

No

My Program of Study is:

Undergraduate

Graduate

Doctoral

Current Degree/Major (i.e. Business Administration, Civil Engineering, or Social Work, etc.)

Expected Graduation Date: _____

Signature: _____

Date: _____

The completion of this form authorizes the Veterans & Military Center to certify my enrollment and provide academic record information to the Department of Veteran Affairs to ensure the receipt of Educational Training Benefits. I certify that all my courses are applicable to my degree program. I understand it is my responsibility to notify the Veterans & Military Center immediately upon adding, dropping, or withdrawing from a course. By signing this form, I give JSU permission to order military transcripts.



CERTIFICATION POLICY FOR VA EDUCATIONAL BENEFITS

The focus of the VA Program is to serve in a role that enhances the military friendliness of the institution by providing VA Educational Benefits to Veterans and Eligible Dependents while abiding by the federal requirements set forth by the Department of Veteran Affairs. These requirements, and the resulting policy, serve to enhance graduation rates and equip veterans for employment opportunities by providing the credentialing of a college degree. These policies are geared towards optimizing timely **Program Completion** and the continued progression towards higher educational goals.

1. **The VA Certifying Official will only certify classes that are in your program of study.**
2. **The VA Certifying Official will only certify classes that are needed for graduation requirements.**
 - a) i.e. – If you have completed a required area on your degree audit, once the VA Certifying Official is aware that this requirement is met, other classes that fall within your major but that do not contribute toward advancing progress towards your graduation requirements will not be certified.
 - b) “Rounding Out” the final semester is an exception to the previous item.
 - c) The VA Certifying Official reserves the right to correct any certification that has been certified in a manner that does not meet VA or State Approving Agency guidelines.
3. **It is the STUDENT’s responsibility to notify the VA Certifying Official of any changes in the student’s schedule ASAP!**
 - a) The VA Certifying Official has to report changes within 30 days of the change in status.
 - b) Withdrawals can negatively affect the continuance of receiving VA educational benefits
 - c) If there are mitigating circumstances surrounding a withdrawal, please notify the VA School Certifying Official of these circumstances. Documentation will be required.
 - d) To notify the VA Certifying Official each semester of his or her intent to use the benefits for the upcoming semester.

****If the STUDENT RECEIVES ANY SCHOLARSHIPS, the student MUST SUBMIT THE PAPERWORK to the VA School Certifying Official. ****

1. **If the STUDENT withdraws from a course that has been certified, it is at the VA’s discretion to temporarily suspend payments at which time the STUDENT will need to provide information to the VA in order to reactivate their educational benefits.**
2. **If the STUDENT changes majors, the student should notify the VA Certifying Official ASAP and fill out a “Request for Change of Program or Place of Training” form to the Department of Veterans Affairs. The institutional “Change of Major” form must be submitted to the Registrar’s Office. [VA Form 22-1995](#) is for Service Members and Ch. 33 Post 9/11 recipients. [VA Form 22-5495](#) is for Ch. 35 DEA recipients (Dependents’ Request for Change of Program or Place of Training).**
3. **If the STUDENT transfers from another institution, or transfers from this institution to another institution, and wishes to continue receiving VA Educational Benefits, then the student needs to submit a “Change of Program or Place of Training” to the receiving institution.**
4. **Jackson State University DOES NOT participate in advance payments.**
5. **This institution certifies one semester at a time and each semester the veteran must notify the VA Certifying Official of any classes being taken which need to be certified.**
6. **JSU will certify “Guest Students” once there is an active consortium agreement between schools and the classes have been confirmed to go towards the program at the home institution.**
7. **JSU requires a Military (Joint Services) Transcript, an Air Force Community College Transcript, and a Certificate of Eligibility for certification. (On occasion, a Certificate of Eligibility may be provided after the initial certification since the certification generates a new Certificate of Eligibility, but a copy of the submitted application needs to be provided. This is per guidance received by the VA.)**

Please note: VA files are checked regularly in accordance with the state approving agency!

By SIGNING MY NAME AND PROVIDING my J Number below, I acknowledge my responsibilities listed above concerning the VA Benefits I am receiving and understand that failure to comply with these requirements can result in debts created by VA, and that these debts have the potential to affect my JSU student account as well.

Printed: _____ J Number: _____ Date: _____