



OFFICE OF VETERAN SERVICES
 University of Maryland Baltimore County
 1000 Hilltop Circle, Suite 1A02
 Baltimore, MD 21250
 PHONE: (410) 455-3852 / FAX: (410) 455-1881
 EMAIL: veterans@umbc.edu

REQUEST FOR CERTIFICATION OF ENROLLMENT FOR VA BENEFITS

PLEASE COMPLETE ALL SECTIONS
 OF THIS FORM AND EMAIL TO:
 VETERANS@UMBC.EDU

Initial Certification Request

Certification Adjustment Request (*adjust # of registered credits*)

To ensure timely processing of your VA Benefits, return this form after registering for your classes and at least **8 weeks** before the start of classes. Certifications will be processed in the order they are received but no sooner than 8 weeks prior to the start of classes.

Name _____ UMBC ID _____
 SSN _____ Phone _____
 Degree Program _____ VA Claim # _____

BRANCH OF SERVICE

Air Force Army Coast Guard Marine Corps Navy

MILITARY STATUS

Active Duty Reservist Veteran National Guard--State: _____ Dependent

VETERANS EDUCATIONAL BENEFIT FOR WHICH YOU ARE APPLYING

Ch 30 (MGIB) Ch 31 (Voc Rehab) Ch 33 (Post 9/11) Ch 34 (Vietnam Era)
 Ch 35 (Dep/Survivor) Ch 1606 (Sel Reserve) Ch 1607 (REAP)

ENROLLMENT INFORMATION

Semester: Fall Winter Spring Summer**

Year (####) _____ # of Credits _____

**For Summer Session only:

Session I:	4 weeks	6 weeks	8 weeks	12 weeks
Session II:	4 weeks	6 weeks		

Is this your first time applying for VA Benefits at UMBC? Yes No Guest student? Yes No

Primary School: UMBC Other (please specify) _____

Have you changed or added majors in the past two semesters? Yes No
If yes, you must complete VA Form 22-1995 or 22-5495 (Ch 35), if not already submitted.



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PERSONAL RESPONSIBILITIES

- Student Veterans must maintain satisfactory progress toward the educational objective stated on their application for VA benefits, and must pursue the course work as outlined in the University's course catalog. Please note: The VA Certifying Official will report to the VA the major indicated on a student's transcript, unless the student can prove that the major has been changed with the University.
- A Student Veteran's change in program must be submitted in writing to the Registrar's Office, as well as the VA Certifying Official (VA Form 22-1995).
- You must officially declare a major at the Registrar's Office upon completion of 60 credits. Students must declare a major to the VA Office upon the completion of their second semester. Students with "special student" status must become degree seeking at the end of their second semester.
- The VA will NOT issue benefits for courses taken on an Audit basis, on a Pass/Fail basis, or for credit by examination (CLEP or equivalent).
- The VA will NOT issue benefits for repeated courses unless the course is a graduation requirement not passed in the first attempt.
- Class attendance must be on a regular basis. If a student stops attending class, he or she must officially drop the course(s) with the Registrar's Office, and notify the VA Certifying Official of a change in course load.
- All courses not successfully completed must be reported to the VA, including dropped courses or courses for which an incomplete grade was received. In either situation, the Student Veteran should complete a Statement of Claim form to explain the change in status. The VA will use this information to determine whether benefits will be issued up to the date of drop, of withdrawal, or whether benefits will be terminated for the course(s) as of the first day of class, creating an overpayment.
- Incomplete files cannot be processed. If a Student Veteran has not received any form of notification from the VA one month after the term begins, he or she should contact the VA Certifying Official to ensure that all documents are in order.
- Student Veterans applying for any form of Financial Aid must report their VA Educational Benefits as a form of income on their FAFSA. Failure to do so may result in an overpayment.
- I have read and understand my responsibilities in claiming VA benefits as stated above. I realize that UMBC is responsible for communication accurate enrollment data to the VA, and that my failure to comply with the above conditions could jeopardize my continued receipt of VA Educational Benefits.

STATEMENT OF UNDERSTANDING

- I must be registered for classes before submitting this form.
- I must complete and submit this form to the UMBC Veterans Certifying Official for each semester of eligibility for VA educational benefits.
- I must also file for educational benefits with the Veterans Administration by visiting this website: <http://vabenefits.vba.va.gov/vonapp/main.asp>
- I must provide a copy of my DD-214, member copy 4 to the VA Certifying Official along with this form (if I am a veteran.)
- I understand that I must verify my enrollment with the VA every month in order to receive my benefits under Chapters 30 and 1606, by either visiting the VA web- site at <http://www.gibill.va.gov/wave> or by contacting the VA by telephone at 1-877-823-2378
- I must immediately report any changes in enrollment (course drops/adds) to the UMBC Veterans Certifying Official, and provide a substantial explanation for dropping classes or withdrawing from a class. Note that a reduction in credit hours may result in a change in eligibility for benefits even after disbursement has occurred.
- VA benefits may be discontinued if I fail to maintain satisfactory academic progress/attendance towards completion of my program of study. I further understand that Incomplete (I) grades must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
- VA pays tuition for eligible students directly to UMBC pertinent to eligibility for Chapters 31 and 33 educational benefits.
- I am responsible for paying any University charges (tuition and fees) which are not covered by my Veteran's benefits.
- I cannot receive Chapter 30 benefits while using Tuition Assistance (TA), except for under the "Top-Up" program, and that eligible reservists and National Guardsmen may only receive Chapter 1606 benefits while using TA while training at the half-time rate or greater.
- The information contained on this form is true and correct to the best of my knowledge.

Name _____

Date _____