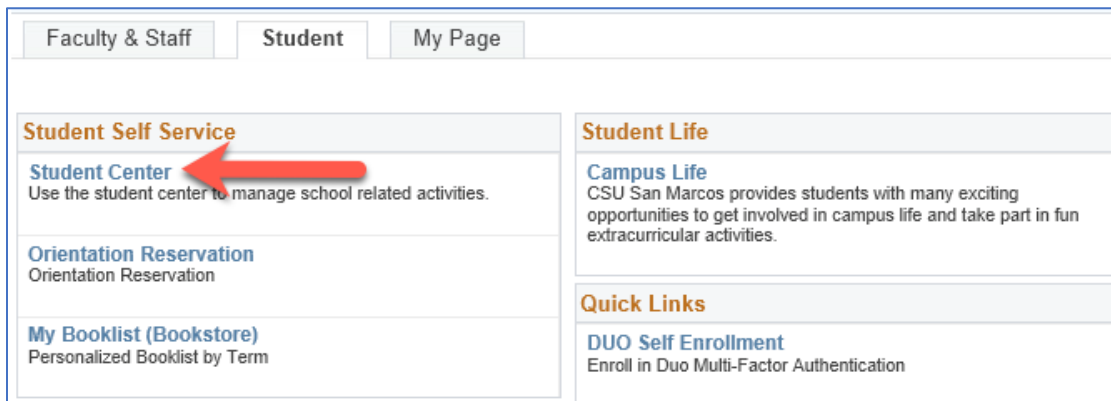


# Veterans Benefits Certification

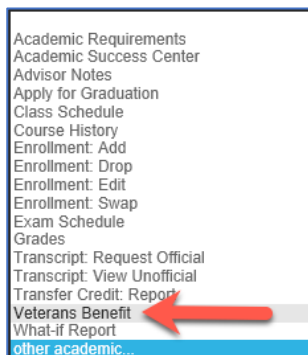
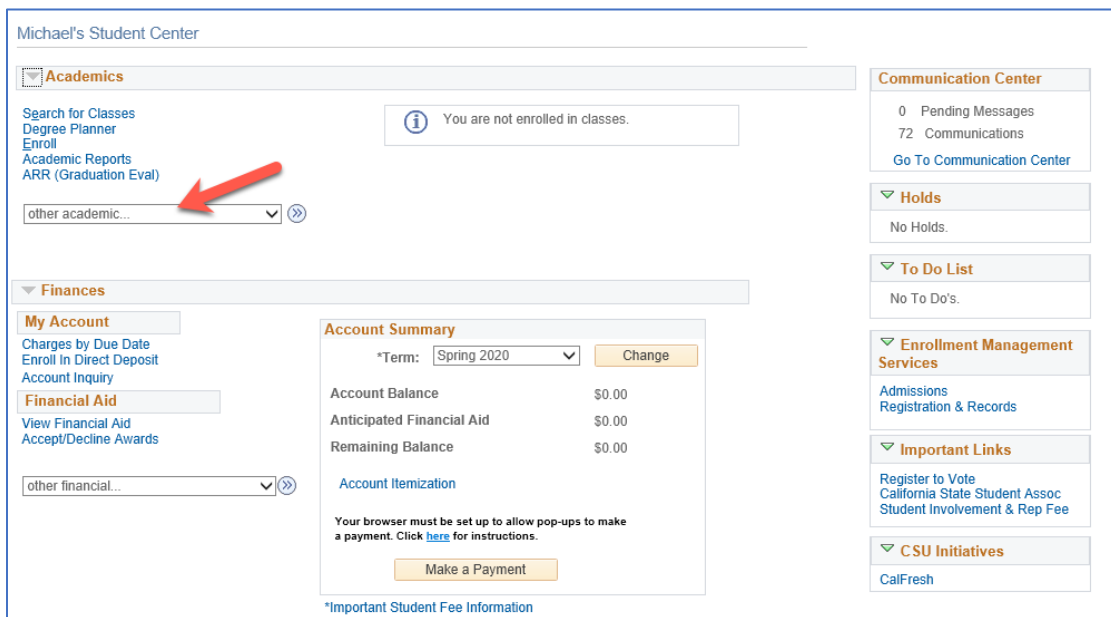
## STUDENT GUIDE

To be completed after enrolling into your courses.

1. Log into MyCSUSM, navigate to your student center.



2. Select *Veterans Benefit* from the dropdown menu in the *Academics* section, click the circle next to the dropdown.



- 3. After reading the information on the landing page, click *Certification Request*.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

**Welcome all student Veterans, Service Members, and Dependents!**

**Please Note:** Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the certification request. Please contact our Student Financial Services for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at CSU San Marcos must submit an online Educational Benefit Certification Request process each term of enrollment.

**If this is your first time certifying at CSU San Marcos and you have not already provided copies of the below documents to our office, have these documents ready to attach:**

1. Certificate of release or discharge from active duty (DD214 Member 4)
2. Department of Veterans Affairs certificate of eligibility correspondence/letter (COE)
3. If applicable, Request for Change of Program or Place of Training Form ([VA Form 22-1995](#))
4. If applicable, Dependents Request for Change of Program or Place of Training Form ([VA Form 22-5495, DEA Ch. 35](#))

Contact our office below if you have any questions regarding these documents.

**Veterans Services office**  
Campus Location:  
Craven Hall 3700-40 (Cougar Central)

**Regular Office Hours:**  
Monday to Friday: 8:00 AM to 5:00 PM


**Mailing Address:**  
Veterans Services  
333 S. Twin Oaks Valley Rd  
San Marcos, CA 92096

**Helpful Website Links:**  
[Veterans Services](#)  
[US Department of Veterans Affairs](#)

**Office Email:** [veterans@csusm.edu](mailto:veterans@csusm.edu)  
**Phone:** (760) 750-4827  
**Fax:** (760) 750-3089

[CALVET](#)

go to ...



- 4. The next page is broken into 3 sections, and each must be completed before progressing to the next. Begin by selecting the term that you are certifying for.


VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

**Institution**

**Term**

**Your Veterans Benefits for this Term**

Term	Description	Seq#	Status	Certified	Units



- Once a term is selected, the next section will unlock. Fill in your information, any comments/questions, then click *Initiate Request*.

**NOTE:** *If submitting VA benefits along with CALVET, only input the VA benefit, then submit CALVET paperwork to Student Financial Services.*

**NOTE:** *If choosing Chapter 35, an additional field Chapter 35 File Number field will reveal. This field is required if using this benefit. Please fill the veteran’s SSN into this field.*

**NOTE:** *If using Chapter 33, indicate the percentage from your COE in the Questions block.*

Benefit Information for: Summer 2018

\*Veterans Service Branch:

\*VA Education Benefit:

\*Relationship to Veteran:

**Select all that apply**

I am on Active Duty **Only check if they apply**

I am in the Reserves

I am in the National Guard

Questions / Instructions

**If you have questions, put them here.**

254 characters remaining

Attach any documentation that supports your certification request (if applicable).

You will receive a pop-up message, click OK and proceed to next step.

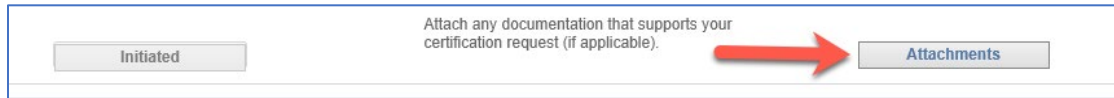
Message

Warning: Certification request not complete. (30520,3)

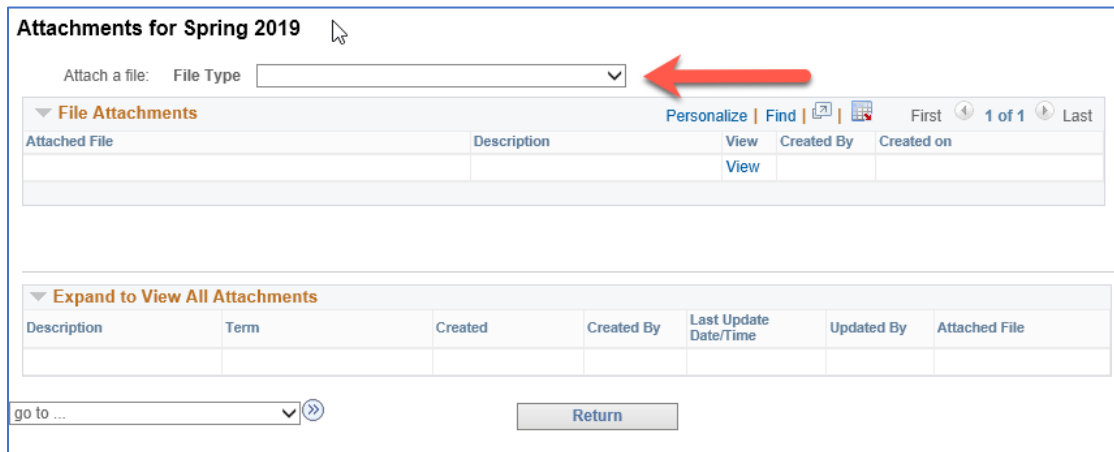
Warning: You have not completed the certification request process. This action saves your application only.

6. After closing the pop-up message, if you have documents to provide (DD214, COE, etc.), click *Attachments*.

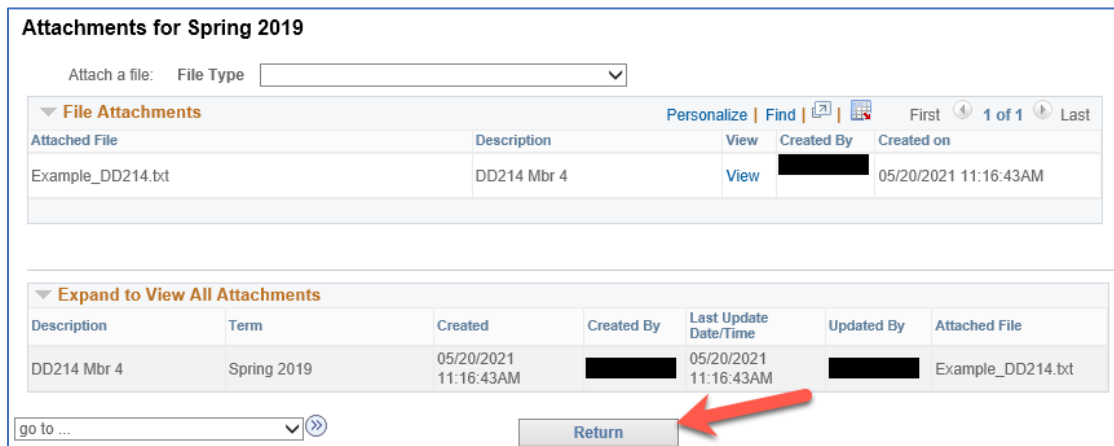
**NOTE:** *First term students MUST submit DD214 (Veterans only) and COE. Continuing students MUST submit a new COE each year.*



Once there, you will need to choose a document type from the drop-down menu, after which an *Add Attachment* button will appear, allowing you to choose a file from your computer to upload.



The page will show all files that you have uploaded for the certifying term. Once finished, click *Return*.



- The third section will now be unlocked. You will see a list of all classes in which you have enrolled, even if you have since dropped them. Click *Select Classes to Certify*.

**Enrollment to Certify for: Summer 2018**

The VA requires CSU San Marcos to verify progress toward your degree.

The Veterans Services office will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor .

**My Class Schedule - Summer 2018**

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	CS	211	910	COMPUTER SCIENCE II	4.00	Enrolled		04/19/18
<input type="checkbox"/>	CS	211	911A	COMPUTER SCIENCE II		Enrolled		04/19/18
<input type="checkbox"/>	ECON	201	901	PRIN OF MICROECONOMICS	3.00	Dropped		03/28/18
<input type="checkbox"/>	ECON	202	901	PRIN OF MACROECON	3.00	Dropped		03/28/18
<input type="checkbox"/>	HIST	130	911A	US HIST 1500-1877		Dropped		03/28/18
<input type="checkbox"/>	HIST	130	910	US HIST 1500-1877	3.00	Dropped		03/28/18
<input type="checkbox"/>	HIST	131	911A	US HIST 1877-PRESENT		Enrolled		03/28/18
<input type="checkbox"/>	HIST	131	910	US HIST 1877-PRESENT	3.00	Enrolled		03/28/18
<input type="checkbox"/>	SPAN	201	901	INTERMEDIATE SPANISH I	3.00	Dropped		03/28/18
<input type="checkbox"/>	SPAN	201	903	INTERMEDIATE SPANISH I	3.00	Enrolled		06/28/18

**Summer 2018**

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes I must notify CSU San Marcos Veterans Services office immediately.

**Total Term Units: 10.00** [Select Classes to Certify](#)

- After reading the messages, acknowledge by clicking the checkbox. Then select the courses that you are requesting certification for. Once selected, click *Submit Request*.

**Warning:** *The list includes courses that you have dropped, if any. Please only select courses that you are enrolled into for certification. Do not select waitlisted courses. Refer to the Status column to determine which courses you are enrolled in.*

**Read and Acknowledge:**

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to the Veterans Services office.
- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
- It is my responsibility to notify the Veterans Services office of any changes made to my course schedule within 7 days. Failure to do so may result in a debt to the VA for overpayment of benefits during the term.
- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

I understand and agree to the above conditions and the information provided is true and correct.

**Request Classes for Certification**

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	CS	211	910	COMPUTER SCIENCE II	4.00	Enrolled		04/19/18
<input checked="" type="checkbox"/>	CS	211	911A	COMPUTER SCIENCE II		Enrolled		04/19/18
<input type="checkbox"/>	ECON	201	901	PRIN OF MICROECONOMICS	3.00	Dropped		03/28/18
<input type="checkbox"/>	ECON	202	901	PRIN OF MACROECON	3.00	Dropped		03/28/18
<input type="checkbox"/>	HIST	130	911A	US HIST 1500-1877		Dropped		03/28/18
<input type="checkbox"/>	HIST	130	910	US HIST 1500-1877	3.00	Dropped		03/28/18
<input checked="" type="checkbox"/>	HIST	131	911A	US HIST 1877-PRESENT		Enrolled		03/28/18
<input checked="" type="checkbox"/>	HIST	131	910	US HIST 1877-PRESENT	3.00	Enrolled		03/28/18
<input type="checkbox"/>	SPAN	201	901	INTERMEDIATE SPANISH I	3.00	Dropped		03/28/18
<input checked="" type="checkbox"/>	SPAN	201	903	INTERMEDIATE SPANISH I	3.00	Enrolled		06/28/18

go to ...

- You will receive a pop-up message confirming completion, then you are done.

