**Veteran Education Benefit Certification**

INTRODUCTION

As a student veteran, service member, spouse or dependent who has been admitted to SFSU, you can use the Veterans Education Benefit Certification module in MYSFSU Portal to:

1. Request initial veterans’ education benefits certification and upload required documents.
2. Request certification for each term you enroll in classes (required).
3. Check the status of your certification request.
4. Update the classes for you’ve already requested or received certification for.
5. Review general policies for veterans’ education benefits certification.

Noteworthy:

- Even if you do not plan to claim veterans’ education benefits, you can upload DD Form 214, Certificate of Release or Discharge from Active Duty, to qualify for priority registration.

- If you plan to receive only the Cal Vet Fee Waiver, you are NOT required to request VA education benefit certification for your classes. However, you should upload the required documents. Please contact the SFSU Veterans Services Office for more information.

Please request Veterans Education Benefit Certification using the online module. If this isn’t possible, please contact our Veteran Services Office.
**Step 1:**
Sign into your Gateway account:
- Log in with your SFSU user ID and password

**Step 2:**
- Click on drop down box located in the academics section.

**Step 3:**
- Scroll down and select Veterans Benefit

**Step 4:**
- Click the Go button
Step 5:

- Please read the Veterans Educational Benefits Certification Request message.
- After you have click the Certification Request.
Step 6:

- Please select the correct Institution and Term you want to certify for.
- The correct term will be Fall2021

### VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

<table>
<thead>
<tr>
<th>Institution</th>
<th>San Francisco State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Fall 2021</td>
</tr>
</tbody>
</table>

### Benefit Information for: Fall 2016

- **Veterans Service Branch:** Marine Corps
- **VA Education Benefit:** Chapter 33 - Post 9/11 G.I. Bill
- **Relationship to Veteran:** Self

**Select all that apply:**
- I am on Active Duty
- I am in Reserves
- I am in the National Guard

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
<th>Sert</th>
<th>Status</th>
<th>Certified</th>
</tr>
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<tbody>
<tr>
<td>Fall 2016</td>
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</tbody>
</table>

**254 characters remaining**

### Enrollment to Certify for: Fall 2016

The VA requires San Francisco State University to verify progress toward your degree.

Veteran Services 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 - Fall 2016

<table>
<thead>
<tr>
<th>Cert. Req.</th>
<th>Subject</th>
<th>Cat#</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
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<tr>
<td></td>
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Step 7:

- Fill out the Veterans Service Branch that applies to you.
- Then select the VA Education Benefit.
- Then your relationship to the Veteran.
  - If you are Active Duty, Reserves, National Guard then make a selection. If you this doesn’t apply to you do not make a selection.
- If you have any question you can write them in the text box. If you have none, leave it blank.
- In the next step you will click the *Initiated* button.

Step 8:

- Before you can upload documents, you must click the “Initiated” button. After you have that you can click the “Attachments” button.
Step 9:

- Please read the text on this page, once you have read the text you can click the drop down bar and select the document type you wish to upload.
- Once your documents have been uploaded please click the return button.

1) Certificate of release or discharge from active duty (DD214 Member 4)

2) Department of Veterans Affairs certificate of eligibility correspondence letter

3) Department of Veterans Affairs Purchase Orders Letter (Chapter 31 users only)

4) If applicable, Request for Change of Program or Place of Training Form (VA Form 22-1955)

5) If applicable, Dependents Request for Change of Program or Place of Training Form (VA Form 22-5455, DEA Ch. 35)

6) Cal Vet Fee Waiver Award Letter (NOT THE APPLICATION)

6) If applicable, Parent School Letter

Attachments for Fall 2016

[Table showing file attachments and details]

[Form for selecting and uploading attachments]

[Button to return]
Step 10:

- Next you will click the Update/Classes to Certify

**Enrollment to Certify for: Fall 2016**

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**Total Term Units:** 12.00

[Update Classes to Certify]
Step 11:

- Read and click the acknowledge box.
- Select all the classes you want to certify.
- You can always come back and make adjustments if you add or drop a class.
- When your finished click the **submit request** button.

**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 [VRG].
- 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 Veterans Services 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**

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**Buttons:**
- Submit Request
- Return

**Options:**
- go to...
Step 12:

- Check to make sure all of your information is correct.
- If you are satisfied with everything click the “Welcome Button”.

Step 13:

- If you wish to check to the status of your certification repeat steps 1-6.
- You will see the status of your certification.