

Requesting Certification for **AFTER** you have registered for courses

Before you get started, **ensure** that you have a digital copy of your certificate of eligibility, screen shot from eBenefits or a screen shot of your confirmation page from va.gov that shows you have applied for or been approved for G I Bill education benefits.

1. In ULINK-
 - a. Select “Profile”
 - b. select “Veterans Benefits”
2. Select CURRENT TERM(s)
 - a. Summer/Fall
 - i. April-August
 - b. Spring
 - i. November-January
 - c. Winter Term
 - i. October-December

The screenshot shows the 'Veteran Administration Educational Benefit Certification' interface. At the top, there is a progress bar with steps 1 through 6, and a 'go to ...' dropdown menu. Below the title, there is a list of terms on the left and a summary box on the right. The 'Summer 2020' term is selected in the list. The summary box contains the text: 'Summer 2020 Summary', 'My schedule is final and complete.', and 'I understand that if my schedule changes I must notify the Office of Military and Veterans Services Office immediately.' Below this text is a 'CERTIFY' button, which is highlighted with a red box.

3. Click “Certify”
4. Then “Proceed to Step 2”
5. If you have used your benefits at a different school, CHOOSE one:
 - a. “I will” if you have **NOT** completed the Change of Place of Training on the VA website
 - b. “**YES**” if you have completed it and have a confirmation page/number
 - c. N/A if you are a first-time student or used these benefits at UofL previously

Veteran Administration Educational Benefit Certification

Summer 2020

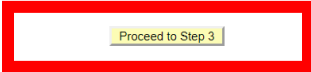
If you are transferring your VA Benefits to the University of Louisville from another Institution, have you submitted the Request for Change of Program or Place of Training to the Veterans Administration?

Choose one: N/A, I will, N/A, Yes

If you are transferring, complete your Change of Program or Place of Training online through the Department of Veterans Affairs at:

Veteran: 22-1995

Dependent/Spouse: 22-5495



6. Click "Proceed to Step 3"

7. PAY CLOSE ATTENTION TO THE CHOICES YOU MAKE ON THIS PAGE!!

a. If you select the wrong BENEFIT, your benefits will be delayed

Veteran Administration Educational Benefit Certification

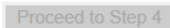
Summer 2020

Select any or all of the following that apply:

- I am in an officer training program
I am on active duty
I am receiving scholarships
I am a dependent or employee of the University of Louisville using the tuition remission
I am using Top Up
I am the spouse of an active duty member

Select a VA Education Benefit:

Post 9/11 Veterans Chapter 33
Veterans Chapter 1606
Veterans Chapter 30
Veterans Chapter 31
Veterans Chapter 35



Other Tuition Assistance

- No Tuition Assistance, GoArmyEd, Air Force, Kentucky National Guard, Coast Guard, Marine, Navy

Prepaid Tuition


- No Third Party Prepay, KAPT or Other State Prepaid, 504 Education Plan

Third Party Paid

- No Third Party Payments, Metropolitan, UPS Earn and Learn, Other Employer Tuition Reimbur

If you select the POST 9/11 Veterans Chapter 33, there are three choices:

1. Veteran (Active Duty)
2. Spouse
3. Dependent (Child)
 - You are required to enter the %. If you do not know, STOP and LOOK at your certificate of eligibility. If you do not have one, select “Unknown”
 - You will be required to provide a copy of the certificate of eligibility in the attachments link BEFORE you submit the form

| [Step 1](#) | [Step 2](#) | [Step 3](#) | Step 4 | Step 5 | Step 6 | go to ... 

Veteran Administration Educational Benefit Certification

Summer 2020

Select any or all of the following that apply:

- I am in an officer training program
- I am on active duty
- I am receiving scholarships
- I am a dependent or employee of the University of Louisville using the tuition remission
- I am using Top Up
- I am the spouse of an active duty member

Other Tuition Assistance

- No Tuition Assistance
- Air Force
- Coast Guard
- GoArmyEd
- Kentucky National Guard
- Marine
- Navy

Prepaid Tuition

- No Third Party Prepay
- KAPT or Other State Prepaid
- 504 Education Plan

Third Party Paid

- No Third Party Payments
- Metropolitan
- UPS Earn and Learn
- Other Employer Tuition Reimbur

Select a VA Education Benefit:

Post 9/11 Veterans Chapter 33 ▾

Chap. 33 Percent ▾

Chap 33 Benefit Type ▾

Dependant
Spouse
Veteran

Proceed to Step 4

If you select Chapter 35 Dependent Education Assistance, a CASE NUMBER box will appear.

You will enter the Veteran's file number assigned by the VA or the veteran's SSN. Chapter 35 benefits are awarded based on the 100% permanent and total disability of the veteran. If this information is not included, your enrollment cannot be submitted to the VA. NO EXCEPTIONS.

| [Step 1](#) | [Step 2](#) | [Step 3](#) | Step 4 | Step 5 | Step 6 | go to ...

Veteran Administration Educational Benefit Certification ?

Summer 2020

Select any or all of the following that apply:

- I am in an officer training program
- I am on active duty
- I am receiving scholarships
- I am a dependent or employee of the University of Louisville using the tuition remission
- I am using Top Up
- I am the spouse of an active duty member

Select a VA Education Benefit:

Veterans Chapter 35

Case Number

Proceed to Step 4

Other Tuition Assistance

- No Tuition Assistance
- Air Force
- Coast Guard
- GoArmyEd
- Kentucky National Guard
- Marine
- Navy

Prepaid Tuition

- No Third Party Prepay
- KAPT or Other State Prepaid
- 504 Education Plan

Third Party Paid

- No Third Party Payments
- Metropolitan
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- Other Employer Tuition Reimbur

8. Section 702 – Non-resident students. Read and accept.

Step 4 is necessary for all students to read and understand. After which, check the acknowledgement box below to proceed

Section 702 of the Choice Act

- Enacted by Congress as of 7/1/2015
- State of Kentucky's application of Section 702
 - [State of Kentucky Regulations](#) website.
- Section 7, (4)
 - (4) A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, 38 U.S.C. 3301-3325, or any other educational benefits provided under Title 38 of the United States Code shall be entitled to Kentucky resident status for purposes of tuition charged at state-supported institutions.

The Certificate of Eligibility (COE) is required to confirm benefit eligibility. Upon verification of benefit eligibility, per Section 702 of the Choice Act and section 7 of 13 KAR 2:045, students classified as non-residents will be updated to the resident rate. I understand that if the qualifying condition is terminated, that residency may be reassessed.

Please note that formal residency can be established by applying for in-state residency. The formal process can be found on the [Residency Office](#) website.

I have read and understood the above criteria

Proceed to Step 5



9. Select classes you want certified for VA benefits

courses to be certified							
Certify	Term Taken	Subject	Cat #	Section	Description	Units Taken	Status
1 <input type="checkbox"/>	sum 2020	CJ	698	01	PROFESSIONAL PAPER	3.00	Enrolled
Total Cumulative Units Completed				36.000			

Proceed to Step 6

10. Proceed to Step 6

| [Step](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Step 5](#) | [Step 6](#) | go to ... 

Veteran Administration Educational Benefit Certification

Summer 2020

DISCLAIMER:

- I understand that I am required by the Department of Veterans Affairs to report all changes in educational enrollment (at the time that it is processed) to the University of Louisville Office of Military and Veterans Services Office
- I understand this includes all drops and increases that affect enrollment time and all changes in degree plan
- I understand that the VA mandates that all courses taken and paid for through educational benefits be taken ONCE and ONCE ONLY
- I understand that I must maintain satisfactory progress and request certification only for courses that apply to my degree
- I understand that The Department of Veterans Affairs will prosecute and administer discipline accordingly, and possible penalties may include repayment of funds to the VA, delay in future payment of educational funds, and/or disqualification/cancellation of educational benefits
- I understand the VA will only pay for the pursuit of a single program of study at a time and that if I am pursuing two degrees or a double major, or a minor that's not required or a certificate then I must attach a statement below identifying the programs I am pursuing simultaneously and state how this combination of programs will help me succeed in the single career field to which the programs relate

I have read and understand disclaimer


Save and Submit

You need to read the DISCLAIMER. Then mark the disclaimer checkbox before you can 'Save and Submit'.

11. READ and select that you understand EACH of the bullet points above.

Important notes:

- You will not receive confirmation that this form has been submitted. You can check the status of the form by going back to the term in which you requested certification.
- It will say “In Progress” if you check it immediately upon submission.
- Forms are processed in the order they are received and no longer than 30 days after submission unless the VA requests the university to hold submission until 90 days from the date of the start of the Semester/Term.

| [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Step 5](#) | [Step 6](#) | 

Veteran Administration Educational Benefit Certification

Choose one term

- Summer 2020
- Fall 2018
- Summer 2018
- Spring 2018
- Fall 2017
- Spring 2017
- Fall 2016

Fall 2017 Summary
Status = **In Progress**

To make a class change to what you previously submitted, click the notify box below and describe the change in the email

CERTIFY

If you need to make changes to your enrollment **AFTER** you have submitted the form, you will need to click **“Notify”** to update your courses that you have added or dropped. Please include your name and course information.

Attachments

This is where you will upload your certificate of eligibility and degree plans!!