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 GI 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
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
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
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
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.**

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**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:**

**Other Tuition Assistance**

- No Tuition Assistance
- Air Force
- Coast Guard
- Marine
- Navy

**Prepaid Tuition**

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

**Third Party Paid**

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

**Proceed to Step 4**
8. **Section 702 – Non-resident students. Read and accept.**

   Section 702 of the Choice Act
   - Enacted by Congress as of July 1, 2015
   - State of Kentucky's application of Section 702
   - Site of Kentucky (www.nationalveterans.gov)
   - Section 7: (d)
     - A person eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, 38 U.S.C. 3307-3325, 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 33C.V. 2044, 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.

9. **Select classes you want certified for VA benefits**

<table>
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<tr>
<th>Certify</th>
<th>Term Taken</th>
<th>Subject</th>
<th>Cat #</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
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<tr>
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<td>2020 CJ</td>
<td>604</td>
<td>01</td>
<td></td>
<td>PROFESSIONAL PAPER</td>
<td>3.00 Enrolled</td>
<td></td>
</tr>
</tbody>
</table>

   Total Cumulative Units Completed 36.00

10. **Proceed to Step 6**
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.
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!!