



## REQUEST FOR CERTIFICATION OF ENROLLMENT FOR VA BENEFITS

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM, SCAN AND EMAIL TO VETSERVE@GWU.EDU.**

Initial Certification Request

Certification Adjustment Request  
*(to be checked if you are reporting a change in the # of Credits you registered for)*

*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 12 weeks prior to the start of classes.*

Name \_\_\_\_\_ GWID \_\_\_\_\_

SSN \_\_\_\_\_ Phone \_\_\_\_\_

Degree Program \_\_\_\_\_ VA Claim Number \_\_\_\_\_

Army Navy Air Force Marine Corps Coast Guard

Active Duty Reservist Veteran National Guard State: \_\_\_\_\_

### VETERANS EDUCATIONAL BENEFITS 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) Tuition Assistance

### ENROLLMENT INFORMATION

Semester \_\_\_\_\_ Year \_\_\_\_\_ # of Credits \_\_\_\_\_

1<sup>st</sup> Time VA Benefits at GW? Yes No Guest student? Yes No

Primary School GW 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.*

### STATEMENT OF UNDERSTANDING

- o I must be registered for classes before submitting this form.
- o I must complete and submit this form to the GW Veterans Certifying Official for each semester of eligibility for VA educational benefits.
- o I must also file for educational benefits with the Veterans Administration by visiting this web-site: <http://vabenefits.vba.va.gov/vonapp/main.asp>
- o I must provide copies of the following documents to the VA Certifying Official along with this form:
  - o My DD-214 member copy 4 (if applicable).
- o I understand that I must verify my enrollment with the Veterans Administration every month in order to receive my benefits under Chapters 30, 33 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
- o I must immediately report any changes in enrollment (course drops/adds) to the GW Veterans Certifying Official, and to 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.
- o 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.
- o VA pays tuition for eligible students directly to GW pertinent to eligibility for Chapters 31 and 33 and active duty TA educational benefits.
- o I am responsible for paying any University charges (tuition and fees) which are not covered by my Veteran's benefits.
- o 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.
- o The information contained on this form is true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Date: \_\_\_\_\_