



University of Central Missouri Veterans Certification Request

Elliott Student Union 117, Warrensburg, MO 64093

Phone: 660-543-8776

Fax: 660-543-8044

Email: vets@ucmo.edu

Name _____ Address _____

700# _____ SSN _____ City/State/Zip _____

Phone Number _____ Email Address _____

Branch of Service: Army Air Force Active Veteran
 Marine Coast Guard Reserve Retired
 Navy Guard Dependent

I would like to receive notifications from the UCM's student veterans organization

I am a: First – time UCM student* Continuing UCM student

Semester requesting benefits: **20** _____ Fall Spring Summer

Degree seeking: _____

Has your major changed since the last time you received benefits: Yes No

Undergraduate Graduate Police Academy

I request to have my enrollment certified to the VA for the following benefit(s):

- | | |
|--|---|
| <input type="checkbox"/> CHPT 30 Montgomery GI Bill | <input type="checkbox"/> CHPT 1606 MGIB-SR*
<i>*FEDERAL Tuition Assistance will be unable to use Chapter 1606 and Chapter 1607 GI Bill benefits. This does not apply to STATE Tuition Assistance</i> |
| <input type="checkbox"/> CHPT 31 VA Vocational Rehabilitation
VA Case Manager _____ | <input type="checkbox"/> Active Military Tuition Rate
<i>* Separate Form must be completed. This benefit is for currently serving service members only.</i> |
| <input type="checkbox"/> CHPT 33 Post 9/11 GI Bill | <input type="checkbox"/> I have exhausted my benefits and would like the Military Tuition Package Extension (<i>Veterans Only</i>) |
| <input type="checkbox"/> CHPT 35 Dependent/Survivor Education Assistance
VA File# _____
<i>*Must provide VA File # to process (Veteran's SSN, with payee #)</i> | |

Do you plan on using Tuition Assistance? Yes No
If yes, please circle which one:

Missouri Returning Heroes
Separate application must be completed **Federal or State**

- A new Veterans Certification Form needs to be completed **each semester** in order to receive benefits.
- A copy of your Certificate of Eligibility needs to be submitted to the Military Veterans Center for our records.
- I understand that this form must be submitted by the second week of classes.

I have provided accurate information, **have read and understand the reverse side** of this form and agree to comply with all VA regulations.

Signature _____ Date _____

Office use only:
 VAONCE: ____ Added ____ Information Updated ____ Cert Submitted ____/____/____
 Banner: ____ SGASTDN ____ SPACMNT ____ SGASADD ____ SPAAPIN ____ RSIAREV
 ____ Degree Audit

Date Received

Initials

- I must submit a Veterans Certification Request Form **each semester** that I am seeking to receive educational benefits.
- This form must be submitted by the second week of classes. The School Certifying Official has 30 days to process your application and the VA can take 30 – 45 days to process the certification. This is why it is important to get your Veterans Certification Request Form turned in early.
- I have completed my Application for VA Educational Benefits (VA Form 22-1990, 22-1990E, or 22-5490) and have / will provide a copy of my certificate of eligibility from the VA to the School Certifying Official.
- If I change majors, add or drop courses, I will notify the VA Certifying Official directly.
- Regardless of the courses I enroll in, the VA Certifying Official can only certify enrollment in courses that are required for my degree/certificate. The courses that are not applying towards degree will not be certified. Students are encouraged to work with their Academic Advisors and review their Degree Audits each semester.
- For Post 9/11 Chapter 33 recipients, the School Certifying Official will wait until after the 100% drop period to report tuition and fees to VA.
- The amount of credit hours I take will affect my enrollment status and payment amount.
 - First and last month of each semester will be prorated amounts.
- If a student is deployed or needs to withdraw during a semester for other military related circumstances, I must notify the School Certifying Official and follow the *Students Called to Military Service Guidelines*.
- It is my responsibility to check student email to receive correspondence from the Military Veterans Center.
- I must attend class and make satisfactory academic progress.
- Students using TA (Federal or State) must apply for this benefit separately.
- Students using Active Military Tuition Rate must complete separate application.
- Students using the Missouri Returning Heroes must apply for this separately.
- Ch. 30, and Ch. 1606, I must report school attendance to the DVA at the end of each month in order to receive payment. I can report by phone: 1-877-823-2378 or online: <http://www.gibill.va.gov>
- You will need to contact the Department of Veteran Affairs for any questions about eligibility or payment amounts. 1-888-442-4551.

Courtney Swoboda
 Certifying Official
 Students with the last name A – M
cswoboda@ucmo.edu

Dewey Baugh
 Certifying Official
 Students with the last name N – Z
dbaugh@ucmo.edu

If you have questions or need assistance please contact the VA Certification Coordinator.

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