



# UCM Certification Request Form

Elliott Student Union 117, Warrensburg, MO 64093

Phone: 660-543-8776

Email: vets@ucmo.edu

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

700# \_\_\_\_\_ SSN: XXX-XX- \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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  Certificate

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

CHPT 30 Montgomery GI Bill®  CHPT 1606 MGIB-SR®  
*Federal Tuition Assistance and 1606 benefits can not be used for the same courses. This does not apply to State Tuition Assistance*

CHPT 31 Veteran Readiness and Employment Service  
 VA Case Manager email: \_\_\_\_\_  I have exhausted my benefits and would like the Military Tuition Package Extension (Veterans Only)

CHPT 33 Post 9/11 GI Bill®

CHPT 35 Dependent/Survivor Education Assistance  
 VA File# \_\_\_\_\_  
*Must provide VA File # to process ( Veteran's SSN, with payee #)*

Missouri Returning Heroes  
*Separate application must be completed*

**Do you plan on using Military Tuition Assistance?**

Yes  No

*If yes, please circle: **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 and Veterans Success 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: \_\_\_\_\_

Date Received

\_\_\_\_\_

Initials

- I must submit a UCM Certification Request Form **each semester** that I am seeking to receive VA educational benefits. If my form is not turned in, benefits will not be certified.
- 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 has 30 – 45 days to process the certification.
- I have completed my application for VA Educational Benefits ( VA Form 22-1990, 22-1990E, or 22-5490).
- I understand that my certificate of eligibility (COE) must be submitted to the VA School Certifying Official.
- If I change majors, add or drop courses, I will notify the VA Certifying Official. I understand that if I make changes to my schedule or drop classes I could receive a debt letter from the VA.
- For Chapter 33 Post 9-11 GI Bill ® students that make changes to their schedule or drop courses, the VA now collects debts from the school for the overpayment of tuition and fees which could cause a debt for the student with the school. Any overpayments for the monthly housing allowance and book stipend a debt will still go to the student.
- Regardless of the courses I enroll in, the VA Certifying Official can only certify enrollment in courses that are required for my degree/certificate/minor. The courses that are not applying towards your degree will not be certified. Students are encouraged to work with their Academic Advisors and review their Degree Audits each semester.
- VA will not fund courses that have previously been taken and received a passing grade per the school's catalog.
- 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 Military and Veterans Success Center and follow the *Students Called to Military Service Guidelines*.
- It is my responsibility to my check student email. This is how the School Certifying Official will contact students and provide VA updates.
- If you are a veteran or current service member, ensure you submit your military official transcript to the university for credit to be reviewed.
- Students using TA (Federal or State) must apply for this benefit separately.
- Students using the Missouri Returning Heroes must apply for this separately.
- Students using Chapter 33, Chapter 30, and Chapter 1606, 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: <https://www.gibill.va.gov/wave/index.do>
- You will need to contact the Department of Veteran Affairs for any questions about eligibility or payment amounts. 1-888-442-4551.

**If you have questions or need assistance, please contact the Military and Veterans Services Department.**

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