

# VETERAN CERTIFICATION

## How often do I need to submit a request for my benefits?

You must request your benefits every semester/session no later than three weeks prior to the start date of the semester/session. Failure to do so may result in payment delays and/or being dropped from your courses.

## How do I know if I'm eligible for VA Educational Benefits?

To find out if you are eligible for GI Bill educational benefits, complete an application online at [vets.gov/education/apply](https://vets.gov/education/apply). Once your application has been submitted and reviewed, the VA will contact you by mail with documentation to support the approval or denial of GI Bill educational benefits.

## How long does UH take to certify/submit my enrollment?

It will take the UH School Certifying Officials 3-5 business days to submit your enrollment to the VA during the priority certification period.

## What classes will the VA certify?

The GI Bill will only fund courses that are required for the educational objective you have selected. Please refer to your academic advisor or program coordinator to be sure that the classes that you are taking are required, have not previously been completed or transferred, and will in fact apply toward the completion of your degree.

## How do I secure my courses until VA sends payment?

Be sure to secure a payment arrangement to hold your enrollment pending the disbursement of your tuition and fees from the Veterans Administration. Information pertaining to payment plans at UH can be found at [uh.edu/financial/payment/plans](https://uh.edu/financial/payment/plans).

## Who do I contact if I make changes in my enrollment? Add/drop/withdraw

You may notify the School Certifying Officials in the Office of the University Registrar by email at [uhgibill@uh.edu](mailto:uhgibill@uh.edu). This includes alterations to your class schedule, change of major, and change of address. Changes should be reported promptly to avoid delays in payment or possible over/underpayments.

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## Acknowledgement of Responsibility

*Please acknowledge the following responsibilities. Failure to initial each line could delay the processing of your certification.*

**I am aware that I will be financially responsible for payments not covered by the VA.**

\_\_\_\_\_

**I am aware that I am responsible for all VA debts resulting from reductions or terminations of enrollment.**

\_\_\_\_\_

**I am aware that changes in my registration may alter the payment that the VA will award me.**

\_\_\_\_\_

**I am aware that I have to submit a request for VA educational benefits every semester that I want to utilize the educational benefit.**

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Student ID: \_\_\_\_\_ Term of Request: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

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VA Chapter: \_\_\_\_\_

Indicate Your Career: \_\_\_\_\_

Intended Major: \_\_\_\_\_

Intended Minor/Secondary Major: \_\_\_\_\_

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First time using benefits at UH?  Yes  No

Number of hours to be certified: \_\_\_\_\_

Is this your final semester before graduation?  Yes  No

Is this the same major you had last semester?  Yes  No

*Upload new degree plan if your major has changed*

STEM Scholarship?  Yes  No

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**My electronic signature below indicates my understanding that registration changes may affect my VA benefit amounts paid to me and may cause an overpayment. I understand I will be financially responsible to the VA for any debt created.**

Electronic Signature (Last Name, First Name)

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