Step 1: Login to your My Fresno State account and go to your Student Center

Step 2:

Click on the first green arrow to view "My Academic Records & Registration"

From the drop down menu, select Veterans Benefits. Click on the blue double errors to continue.

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Click on each green arro	ow to expand the desired information.	
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Step 3:

Carefully read the information on the welcome page. When finished, click Certification Request.

Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST

Welcome all student Veterans, Service Members, and Dependents!

Please Note: Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the certification request. Please contact our office for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at Fresno State must submit an online Educational Benefit Certification Request process **each term** of enrollment.

If this is your first time certifying at Fresno State and you have not already provided copies of the below documents to our office.

If you are a Veteran, have these documents ready to attach:

- 1. Certificate of release or discharge from active duty (DD214 Member 4)
- 2. Certificate of Eligibility (COE)
- 3. If applicable, Request for Change of Program or Place of Training Form (VA Form 22-1995)

If you are a **Dependent**, have these documents ready to attach:

- 1. Your Birth Certificate
- 2. Certificate of Eligibility (COE)
- If applicable, Dependents Request for Change of Program or Place of Training Form (<u>VA</u> Form 22-5495, DEA Ch. 35)

Contact our office below if you have any questions regarding these documents.

Fresno State Veterans Resource Center

Campus Location: University Center 101

Regular Office Hours: Monday to Friday: 8:00AM to 5:00PM Summer Hours: 7:00AM to 3:30PM

Mailing Address: 5240 N Jackson Ave M/S UC59 Fresno, CA 93740

Office Email: <u>fsveterans@mail.fresnostate.edu</u> Phone: (559) 278-6036 Fax: (559) 278-7017 Helpful Website Links: Fresno State Veterans Resource Center

US Department of Veterans Affairs

Certification Request

Cancel

Step 4:

Select the term you are requesting certification for by clicking on drop down menu. **PLEASE NOTE** – **Terms become available after you have registered for classes. You cannot request certification before enrolling!**

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Step 5:

Complete the three required fields and make a selection (if applicable) that informs us what benefits you are using. If you have questions for the Veterans Resource Center regarding your certification, please email the VRC at <u>fsveterans@mail.fresnostate.edu</u>.

Veterans/Service	Members/Depende	nts for Educational	Benefits	Certification	REQUEST
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<u>Note</u>: If you are using Chapter 35 benefits, you will be required to enter the Chapter 35 File Number. The file number is the veteran's social security number. If you have questions, please contact Fresno State VRC.

Benefit Information for: 9	Summer 2021	
*Veterans Service Branch:	Marine Corps	~
*VA Education Benefit:	Chapter 35 - Depend	lents' Educational As 🗸
*Chapter 35 File Number:		
*Relationship to Veteran:	Self	~
Select all that apply		
I am on Active Dut	у	
I am in the Reserv	es	
I am in the Nationa	al Guard	

Complete Step 1 by hitting "Initiate Request". If this is your first time certifying at Fresno State, refer to the welcome page (on page 2 of this user guide) and attach any required forms using the attachments feature.

Step 6:

Once you have enrolled in all of your classes, you are ready to complete Step 2 of the Certification Process and submit your request. View your schedule on the second half of the page, if all of your classes are there, click "Select Classes to Certify". Please carefully read the box to the right of your courses.

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Step 7:

Read and Acknowledge this page very carefully. It's important you understand your responsibility as part of the certification process. When finished, check the box that you understand and agree to the above conditions and information provided is true and correct. Then, make sure you select all classes you are requesting certification for and finally, press "Submit Request".

California State Univ Fresno

Fall 2021

The Fresno State VRC submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers GI Bill® and Vocational Rehabilitation programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in acccordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for the courses on your degree
 plan that satisfy requirements outlined by the curriculum guide for your program of study
 (your major or education plan).
- The VA calculates monthly housing allowance (MHA) based on your length of service percentage, the location you attend most of your classes, the teaching modality (online vs. in person), and the number of units you are enrolled in each term (rate of pursuit). Each of these factors may impact the amount of MHA you receive. Contact your School Certifying Official with any questions about MHA.
- In order to remain eligible for VA educational benefits, I understand that I must continue to
 make satisfactory academic progress towards my educational objective. Failure to make
 satisfactory academic progress may result in suspension or termination of VA educational
 benefits.
- Unless documented mitigating circumstances exist, the VA Will not pay for courses for which
 a student receives a non-punitive grade, where no credit is earned, such as NC. Students
 who receive a grade of NC at the end of the term may incur a debt to the VA for
 overpayment of benefits throughout the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the GI Bill® Trademark terms of use.

Read and Acknowledge:

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You're done! The Veterans Resource Center team will now review your certification request and determine if the courses you are enrolled in are eligible. Any further questions, please call our office at 559-278-6036.