

GI Bill Certification Request Form

****** You must complete and submit BOTH pages of this form. Incomplete forms will NOT be accepted. ******

Directions: ALL STUDENTS utilizing Veterans Educational benefits MUST complete this form each semester AFTER registering for classes. You should register as soon as possible and complete this certification request.

Note: UTSA processing time takes 15-30 business days depending on the volume of certification requests we have received. Please visit utsa.edu/vma for more information regarding priority certification deadlines.

STEP 1: ACKNOWLEDGEMENT

Please initial to acknowledge the following:

_____ I have visited to familiarize myself with the certification process at UTSA

_____ I am eligible to receive VA Educational Benefits

_____ I have visited inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do to verify that my program of study has been approved by the VA

_____ I have verified that all of the courses I am requesting certification for are listed on my approved degree plan or I have written notice from my advisor approving a course not listed on my degree plan

_____ I understand that the VA may not cover repeated courses in some cases and have visited www.benefits.va.gov/gibill to learn about my specific eligibility

_____ I will notify the UTSA Veteran Certification Office of any changes to my enrollment and understand that any changes will be reported to the VA after census date

_____ I understand that I am responsible for any tuition and fees not covered by my GI Bill benefits

_____ I understand that if I make a change after my initial certification, it may cause a debt with the VA or UTSA that I may be responsible for

_____ I understand that if I am attending multiple schools during the same semester I must provide my course schedule to my parent preferred contact information will be submitted to the VA) school for approval, and must supply a parent institution letter to my guest school to certify for the term

_____ I understand that all contact information must be updated through [ASAP](#) in order to supply updates with the VA (All preferred contact information will be submitted to the VA)

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UTSA OFFICE USE ONLY: 

