



# GI Bill Certification Request Form



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 [www.utsa.edu/vma](http://www.utsa.edu/vma) for more information regarding priority certification deadlines.

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 <https://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 <https://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 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)

myUTSA ID (abc123) \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

|                                  |                  |                        |
|----------------------------------|------------------|------------------------|
| Undergraduate                    | Graduate         | Certificate Program    |
| Which term are you applying for? | Fall      Spring | Summer      Year _____ |

Which Benefit are you using?

|                          |                                |             |
|--------------------------|--------------------------------|-------------|
| CH33 Post 9/11 (veteran) | CH33 Post 9/11 (family member) | CH30 MGIB   |
| CH 35 (DEA)              | CH1606 Reserves                | CH1607 REAP |

**(Chapter 35 only)**  
**Veteran's Social Security #**

**If you intend to use the Hazlewood exemption concurrently with the GI Bill please submit a separate Hazlewood application.**

Are you on active duty?    Yes    No    Are you running out of benefits this term?    Yes    No

Are you receiving DoD tuition assistance?    Yes    No

I am requesting certification for the semester indicted above, and certify that I have completed all of the acknowledgements at the beginning of this form:

Signature (full name) \_\_\_\_\_ Date \_\_\_\_\_

With a few exceptions, you are entitled, on your request, to be informed about the information U.T. San Antonio collects about you, under Sections 552.021 and 552.023 of the Texas Government Code. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. Disclosure of your social security number (SSN) is requested from you in order for The University of Texas at San Antonio to access your student records. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in a delay in accessing your student record. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.