
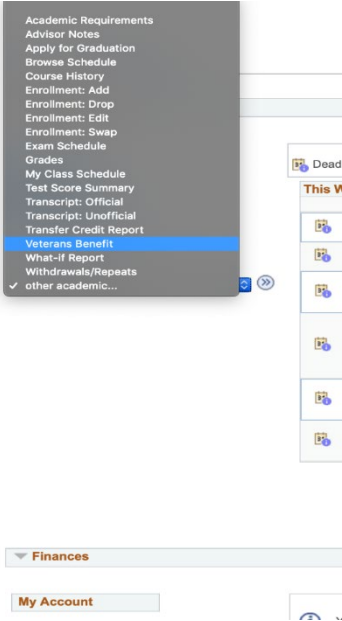


# How To Request Enrollment Certification

<p><b>LOG IN</b></p> <p>Log in using Single Sign-On</p> <p>Use your email and Beach password</p> <p>Click on “Student Center (MyCSULB)”</p>	 <p>Student Center (MyCSULB)</p>
<p><b>VETERAN BENEFIT</b></p> <p>In the drop-down menu under “<u>Academics</u>”, select “<b>Veteran Benefit</b>” then click on the arrow</p>	
<p><b>CERTIFICATION REQUEST</b></p> <p>Click on “<b>Certification Request</b>”</p> <p><b>**Please note the red instructions on the top of the page regarding CalVet:</b></p> <p><b>“... those who are <u>only</u> receiving the CalVet Fee Waiver are <u>NOT</u> required to fill out this online certification request”.</b></p>	<p>VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST</p> <p><b>Welcome all student Veterans, Service Members, and Dependents!</b></p> <p><b>Please Note:</b> Students who have already submitted an Enrollment Certification request for the Fall 2021 term or those who are only receiving the Cal Vet Fee Waiver are <b>NOT</b> required to fill out this online certification request. Please contact our office for more information.</p> <p>Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at CSU Long Beach must submit an online Educational Benefit Certification Request process each term of enrollment.</p> <p><b>If this is your first time certifying at CSU Long Beach and you have not already provided copies of the below documents to our office, please have these documents ready to attach:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of release or discharge from active duty (DD214 Member 4)</li> <li>2. Department of Veterans Affairs certificate of eligibility correspondence/letter</li> <li>3. If applicable, Request for Change of Program or Place of Training Form (<a href="#">VA Form 22-1995</a>)</li> <li>4. If applicable, Dependents Request for Change of Program or Place of Training Form (<a href="#">VA Form 22-5495</a>, <a href="#">DEA Ch. 35</a>)</li> </ol> <p>Contact our office below if you have any questions regarding these documents.</p> <p><b>CSULB Veterans Services Office</b> Campus Location: Brotman Hall 270 Mailing Address: 1250 Bellflower Blvd, BH-270 Long Beach, CA 90713 Office Email: <a href="mailto:veterans@csulb.edu">veterans@csulb.edu</a> Phone: (562) 985-5115</p> <p><b>Virtual Office Hours:</b> Monday to Thursday: 0900 to 1700 Friday: 0900 to 1300</p> <p><b>Helpful Website Links:</b> <a href="#">CSULB Veterans Services Office</a> <a href="#">US Department of Veterans Affairs</a></p> <p>go to <input type="text" value="Certification Request"/></p>

**CHOOSE TERM**

Select the term for which you are requesting certification on the top left-hand corner of the screen.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution

Term

**SELECT BRANCH OF SERVICE**

Select what branch of service the Veteran was in under the “Veterans Service Branch” drop-down menu

Benefit Information for: Spring 2021

\*Veterans Service Branch:

\*VA Education Benefit:

\*Relationship to Veteran:

Select all that apply

- I am on Active Duty
- I am in the Reserves
- I am in the National Guard

**SELECT VA EDUCATIONAL BENEFIT**

Select what VA Educational benefit that you intend to use under the “VA Education Benefit” drop-down menu

**\*\*If you are using both Ch. 35 and the Cal Vet Fee Waiver, select Ch. 35 first.**

Benefit Information for: Spring 2021

\*Veterans Service Branch:

\*VA Education Benefit:

\*Chapter 35 File Number:

\*Relationship to Veteran:

Select all that apply

- I am on Active Duty
- I am in the Reserves
- I am in the National Guard

**SELECT RELATIONSHIP TO VETERAN**

Select what the relationship to the veteran under its respective drop-down menu.

\*Relationship to Veteran:

If you are the veteran, select "Self"

If you are a child/step-child, select "Dependent"

If you are married to the veteran, select "Spouse"

\*Relationship to Veteran: Self

CURRENT ACTIVITY DUTY

If you are currently serving in the military, select what type of service.

\*\*If you are a veteran or a child/spouse, do not select any boxes

\*Relationship to Veteran: Self

Select all that apply

- I am on Active Duty
- I am in the Reserves
- I am in the National Guard

INITIATE REQUEST

Click, "Initiate Request"

\*\*If you need to attach any documents, do so before initiating the request.

Initiate Request

Attach any documentation that supports your certification request (if applicable).

Attachments

SELECT CLASSES TO CERTIFY

Click "Select Classes to Certify"

Enrollment to Certify for: Fall 2021

The VA requires CSU Long Beach to verify progress toward your degree.

The Veterans Services Office will monitor your coursework and will use your Academic Requirements Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

My Class Schedule - Fall 2021

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input type="checkbox"/>	CHEM	100	01A	Chemistry & Today's World	4.00	Enrolled		04/20/21
<input type="checkbox"/>	CHEM	100	07A	Chemistry & Today's World		Enrolled		04/20/21
<input type="checkbox"/>	ENGL	100B	68	Composition II	3.00	Enrolled		05/27/21
<input type="checkbox"/>	HIST	301	12	Methodology of History	4.00	Enrolled		04/19/21
<input type="checkbox"/>	KIN	114A	02	Tennis I	1.00	Dropped		04/19/21
<input type="checkbox"/>	PSY	100	01	General Psychology	3.00	Enrolled		04/19/21
<input type="checkbox"/>	SOC	100	05	Principles of Sociology	3.00	Enrolled		04/19/21

Total Term Units: 17.00

Select Classes to Certify

**Fall 2021**

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes, I must notify CSU Long Beach Veterans Services Office immediately.

go to

Welcome Page

## CONFIRM

Please read and acknowledge the **“Read/Acknowledge”** option then click **“Submit Request”** and you’re all set!

CSU Long Beach

Fall 2021

The Veterans Services Office at CSU Long Beach submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Vocational Rehabilitation programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in accordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for 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 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:

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to Veterans Services Office.
- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
- It is my responsibility to notify the Veterans Services Office of any changes made to my course schedule within 7 days. Failure to do so may result in a debt to the VA for overpayment of benefits during the term.
- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

I understand and agree to the above conditions and the information provided is true and correct.

### Request Classes for Certification

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<input checked="" type="checkbox"/>	CHEM	100	01A	Chemistry & Today's World	4.00	Enrolled		04/20/21
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go to ...



Submit Request

Return