



Office of the Registrar

# Veteran Benefit Certification

Learn how to complete veteran benefit certification

# Step 1

## Veteran Benefit Certification

The screenshot shows the UAccess Student Center interface. At the top, it says 'THE UNIVERSITY OF ARIZONA' and 'UAccess STUDENT CENTER'. The user is identified as 'WILBUR WILDCAT' with 'STUDENT ID: 00000001' and a 'SIGN OUT' button. A navigation bar includes 'PERSONAL', 'ENROLLMENT', 'ADVISING', 'ACADEMIC RECORD', 'FINANCIAL AID', and 'BURSAR ACCOUNT'. A dropdown menu for 'PERSONAL' is open, listing 'Personal Summary', 'Guest Manager', 'Campus Health Options', 'Campus Health Info', 'Veteran Benefit Certification' (highlighted with a red arrow), and 'Meal Plan'. Below the menu, there's a banner for 'e to the redesigned' and 'ter!' with a red arrow pointing to the 'Veteran Benefit Certification' option. To the right, an 'Enrollment Dates' box shows 'Summer 2020' and 'Enrollment Open: Enroll Now'. At the bottom, a 'Holds' section is visible with a 'Past Due Balance NoTranscript' and a 'Details' link.



Navigate to the **Personal** menu

Click **Veterans Benefit Certification**

## Veteran Benefit Certification

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

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?

**Choose one term**

- Fall 2016
- Spring 2017
- Fall 2017
- Spring 2018
- Summer 2018
- Fall 2018
- Spring 2019
- Summer 2019
- Fall 2019
- Spring 2020
- Summer 2020

**Fall 2016 Summary**

My schedule is final and complete and I understand that if my schedule changes I must notify the Veterans Services Office immediately

CERTIFY

PROCEED TO STEP 2



Select the **term** you wish to have veteran benefit certification

Read and **Certify** that your schedule is complete

Click the **Proceed to Step 2** button

## Veteran Benefit Certification

| [Step 1](#) | [Step 2](#) | **Step 3** | [Step 4](#) | [Step 5](#) | [Step 6](#) |

### Veteran Administration Educational Benefit Certification

Fall 2016



If you are transferring your VA Benefits to the University of Arizona from another Institution, have you submitted the Request for Change of Program or Place of Training to the Veterans Administration?

Choose one:

If you are transferring, complete your Change of Program or Place of Training form online through the Department of Veterans Affairs at:

Veteran: 22-1995

Dependent/Spouse: 22-5495

N/A
I will
<b>N/A</b>
Yes

**PROCEED TO STEP 3**



Select the appropriate transfer information answer from the drop-down menu

Click the **Proceed to Step 3** button

## Veteran Benefit Certification

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

Veteran Administration Educational Benefit Certification

Select any or all of the following that apply:

Select a VA Education Benefit:

- I am in an officer training program
- I am on active duty
- I am receiving scholarships
- I am a spouse, dependent or employee of  
The University of Arizona using the  
Qualified Tuition Reduction (QTR) benefit
- I am active military and will be using Tuition Assistance  
in addition to the GI Bill
- I am using Top Up
- I am the spouse of an active duty member
- I am taking a class through the outreach college
- I am requesting a tuition deferment

A deferment allows you to temporarily defer payment of tuition and avoid late fees if you pay your full balance by the last day of class (not the last day of finals). The deferment is not necessary for students using Chapter 31, Chapter 33 or the Fry Scholarship. In order to receive a tuition deferment your bursars account must show no past due balance. If you meet the criteria when your request for certification is completed by the certifying official, you will be sent a promissory note to your official UA email account. You must take the promissory note to the Bursars Office, provide identification and sign the promissory note in front of a bursar official.

- I want to apply for a UA BookStores books



Select any of the boxes that apply to the reason why you are applying for veteran benefit certification for your selected semester.

**Veteran Benefit Certification**

| Step 1 | **Step 2** | Step 3 | Step 4 | Step 5 | Step 6 |

Veteran Administration Educational Benefit Certification ?

**Select any or all of the following that apply:**

- I am in an officer training program
- I am on active duty
- I am receiving scholarships
- I am a spouse, dependent or employee of  
The University of Arizona using the  
Qualified Tuition Reduction (QTR) benefit
- I am active military and will be using Tuition Assistance in addition to the GI Bill
- I am using Top Up
- I am the spouse of an active duty member
- I am taking a class through the outreach college
- I am requesting a tuition deferment

**Select a VA Education Benefit:**

- DEA Chapter 35
- Fry Scholarship
- MGIB Chapter 30
- MGIB Selective Reserve 1606
- Post 9/11 GI Bill Chapter 33
- REAP Chapter 1607
- Vocational Rehab Chapter 31

A deferment allows you to temporarily defer payment of tuition and avoid late fees if you pay your full balance by the last day of class (not the last day of finals). The deferment is not necessary for students using Chapter 31, Chapter 33 or the Fry Scholarship. In order to receive a tuition deferment your bursars account must show no past due balance. If you meet the criteria when your request for certification is completed by the certifying official, you will be sent a promissory note to your official UA email account. You must take the promissory note to the Bursars Office, provide identification and sign the promissory note in front of a bursar.



Select an education benefit from the drop-down menu

Click the **Proceed to Step 4** button

## Veteran Benefit Certification

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Veteran Administration Educational Benefit Certification



Spring 2020

Step 4 is only necessary for non-resident students using Chapter 33 at the 100% level. Based on your selections, you do not meet this criteria.

=> Continue to Step 5

### Yellow Ribbon

Only Chapter 33 individuals entitled at the 100% benefit level may receive Yellow Ribbon funding.

- The Post 9/11 GI Bill pays all in-state tuition and fee charges at public schools.
- Out of state students and those attending private or foreign schools may receive additional funds to help cover unmet costs under the Yellow Ribbon Program.

The Yellow Ribbon Program is on a first-come first-serve basis and is limited to 600 undergraduate applicants, 200 graduate applicants, and 200 professional program applicants.

PROCEED TO STEP 5



Review the information presented on this page before proceeding to the next step.

The information displayed is dependent on your previous selections, this is only a sample.

Click the **Proceed to Step 5** button

# Step 7

# Veteran Benefit Certification

**Veteran Benefit Certification**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |

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Department of Veterans Administration Educational Benefit Certification

**Select your courses to be certified**

Certify	Subject	Cat #	Section	Description	Units Taken	Status	Start Date	End Date
<input checked="" type="checkbox"/>	CHEM	243A	007	Organic Chemistry Lab I	1.00	Enrolled	08/22/2016	12/07/2016
<input type="checkbox"/>	MCB	181L	047	Intro Biology I Lab	1.00	Enrolled	08/22/2016	12/07/2016
<input type="checkbox"/>	MCB	181R	003	Introductory Biology I	3.00	Enrolled	08/22/2016	12/07/2016
<input type="checkbox"/>	SPAN	101	026	First Semester Spanish	4.00	Enrolled	08/22/2016	12/07/2016
<input type="checkbox"/>	ARC	160C1	101	Architecture and Society	3.00	Enrolled	08/22/2016	12/07/2016
<input type="checkbox"/>	CHEM	241A	003	Lecture Organic Chem	3.00	Enrolled	08/22/2016	12/07/2016

Total Cumulative Units Completed 99.000

**Note: In order to receive the maximum amount of your benefit you must be enrolled full-time (Fall/Spring = 12 units for undergrad and 9 units for graduate, Summer = 2 units pre-session, 4 units summer 1 and 3 units summer 2 for undergrad and 1 unit of 900 level enrollment or 6 units in any combination of summer sessions for graduates) for THE FULL span of the term. For example, if you are an undergraduate student enrolled in Fall or Spring for 12 units but one of your classes ends mid-semester, then you will only be considered full-time by the VA through mid-term for Fall or Spring.**

The Veterans Administration requires the University of Arizona to verify progress toward your degree. All undergraduate students who have more than 48 credit hours in their degree program at the University of Arizona must be placed on "Restricted Status." You are on Restricted Status.

The Veterans Services Office will monitor your coursework and will use your Academic Advisement Report in UAaccess 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 talk to your Academic Advisor for adjustments to your Academic Advisement Report.

I understand that the VA will not pay for duplicate coursework (unless mandatory for my degree) or any classes that do not show as fulfilling a requirement on my academic advisement report or for classes in excess of the amount required by my degree program.

I am now or will be enrolled at another educational institution during this term

I am participating in a Global Studies/Study Abroad program

**PROCEED TO STEP 6**



- Select what classes to apply veteran benefit certification to
- Review the options to the right of your schedule, select any that apply
- Review ALL the text in red before continuing to the next step
- Check the box to certify you understand
- Check the **Proceed to Step 6** button



# Step 8


## Veteran Benefit Certification

Veteran Administration Educational Benefit Certification ?

Spring 2020

DISCLAIMER:

- I understand that I am required by the Department of Veterans Affairs to report all changes in educational enrollment (at the time that it is processed) to the University of Arizona Veterans Services Office
- I understand this includes all drops and increases that affect enrollment time and all changes in degree plan
- I understand that the VA mandates that all courses taken and paid for through educational benefits be taken ONCE and ONCE ONLY
- I understand that I must maintain satisfactory progress and request certification only for courses that apply to my degree
- I understand that The Department of Veterans Affairs will prosecute and administer discipline accordingly, and possible penalties may include repayment of funds to the VA, delay in future payment of educational funds, and/or disqualification/cancellation of educational benefits
- I understand the VA will only pay for the pursuit of a single program of study at a time and that if I am pursuing two degrees or a double major, or a minor that's not required or a certificate then I must attach a statement below identifying the programs I am pursuing simultaneously and state how this combination of programs will help me succeed in the single career field to which the programs relate

I have read and understand disclaimer 

**SAVE AND SUBMIT**

Attach your Certificate of Eligibility or most recent Award Letter from the VA  
If you are using Chapters 30, 33 or 1607 you must also attach your DD-214 (unless you have already done this in a previous term at UA).

Please click 'Save and Submit' before you can attach a file

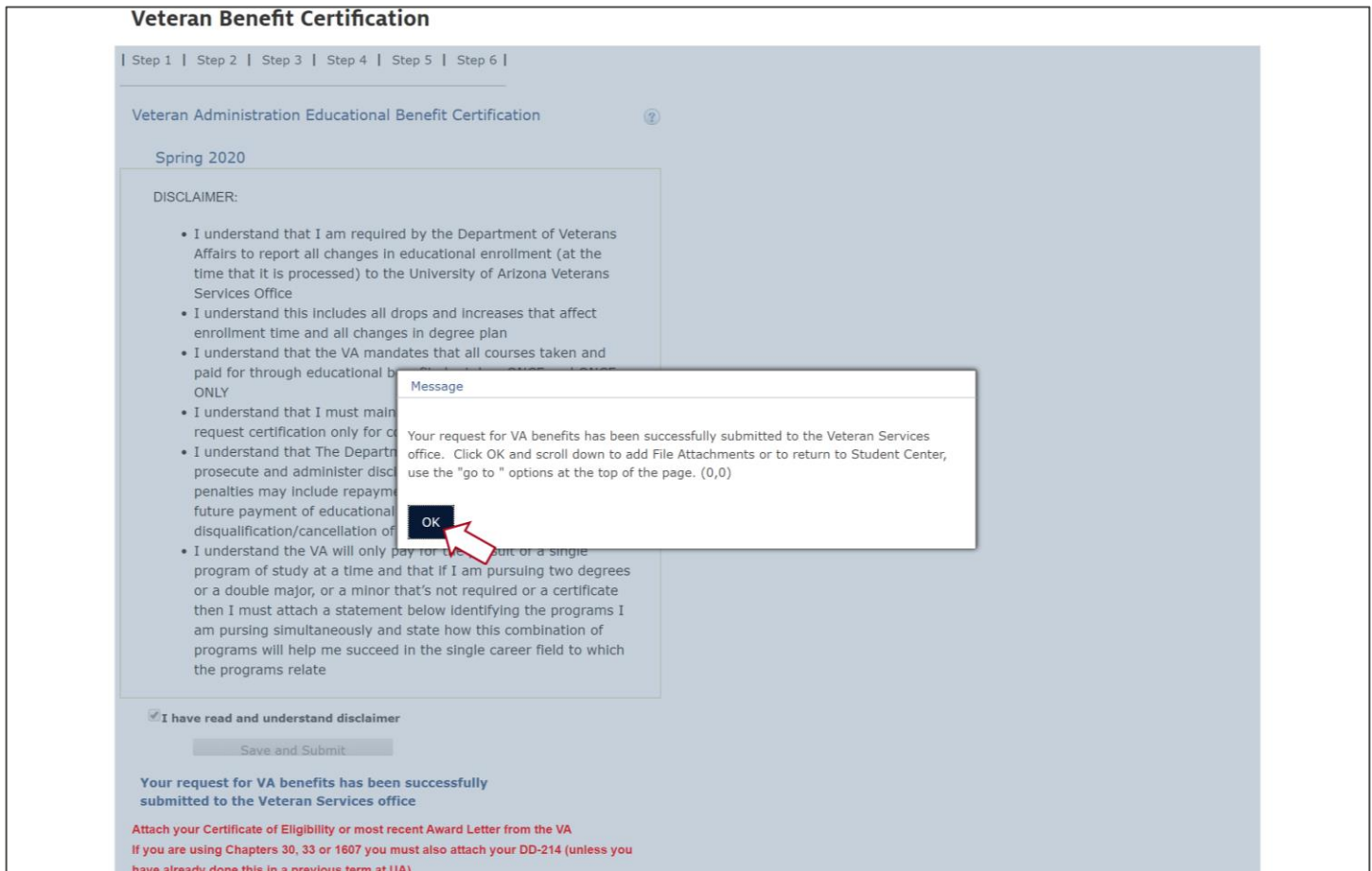


Review and understand the disclaimer presented as well as any instructions in red (these are dependent on your selections on previous pages)

Click the **Submit and Save** button

# Step 9

## Veteran Benefit Certification



The screenshot displays the 'Veteran Benefit Certification' form. At the top, there is a progress bar with steps 1 through 6. The current step is 'Step 5'. Below the progress bar, the title 'Veteran Administration Educational Benefit Certification' is followed by a help icon. The form is for 'Spring 2020'. A 'DISCLAIMER' section contains several bullet points regarding the user's understanding of the VA benefits process. A 'Message' dialog box is overlaid on the form, containing the text: 'Your request for VA benefits has been successfully submitted to the Veteran Services office. Click OK and scroll down to add File Attachments or to return to Student Center, use the "go to " options at the top of the page. (0,0)'. An 'OK' button is highlighted with a red arrow. Below the disclaimer, there is a checked checkbox 'I have read and understand disclaimer', a 'Save and Submit' button, and a confirmation message: 'Your request for VA benefits has been successfully submitted to the Veteran Services office'. At the bottom, there is a red note: 'Attach your Certificate of Eligibility or most recent Award Letter from the VA. If you are using Chapters 30, 33 or 1607 you must also attach your DD-214 (unless you have already done this in a previous term at UA)'.



A confirmation message will appear

Click **OK**

- I understand this includes all drops and increases that affect enrollment time and all changes in degree plan
- I understand that the VA mandates that all courses taken and paid for through educational benefits be taken ONCE and ONCE ONLY
- I understand that I must maintain satisfactory progress and request certification only for courses that apply to my degree
- I understand that The Department of Veterans Affairs will prosecute and administer discipline accordingly, and possible penalties may include repayment of funds to the VA, delay in future payment of educational funds, and/or disqualification/cancellation of educational benefits
- I understand the VA will only pay for the pursuit of a single program of study at a time and that if I am pursuing two degrees or a double major, or a minor that's not required or a certificate then I must attach a statement below identifying the programs I am pursuing simultaneously and state how this combination of programs will help me succeed in the single career field to which the programs relate

I have read and understand disclaimer

Save and Submit

Your request for VA benefits has been successfully submitted to the Veteran Services office

Attach your Certificate of Eligibility or most recent Award Letter from the VA  
If you are using Chapters 30, 33 or 1607 you must also attach your DD-214 (unless you have already done this in a previous term at UA).

Please click 'Save and Submit' before you can attach a file

FILE ATTACHMENTS



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Click the **File Attachments** button to attach the requests documents from the red text above

# Step 11

## Veteran Benefit Certification

THE UNIVERSITY OF ARIZONA

UAccess  
STUDENT CENTER

WILBUR WILDCAT  
STUDENT ID: 00000001 [SIGN OUT](#)

PERSONAL ▾ ENROLLMENT ▾ ADVISING ▾ ACADEMIC RECORD ▾ FINANCIAL AID ▾ BURSAR ACCOUNT ▾

### Veteran Benefit Certification

Please Attach Documents using below 'Add' Button

Wilbur Wildcat  
Term: Spring 2020

**Attachments**

Attached File	View	Add Attachment
	View	<b>ADD ATTACHMENT</b>

Use 'OK' button to save changes to the attachments and return to the previous page  
Use 'Apply' button to save changes to the attachments and stay on the current page

**OK** **APPLY**

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Click the **Add Attachment** button

Once everything necessary is uploaded, hit the **Apply** button.

Click the **OK** button to finish



Office of the Registrar

**We hope you found  
this tutorial helpful!**

**If you need additional support,  
please contact us at:**

veterans@arizona.edu

520-621-9501

For more information, visit our website:

<https://www.registrar.arizona.edu/students>