VA REQUEST FOR CERTIFICATION (RFC)

All required documents must be submitted concurrently. Partial documentation will not be accepted.
University students e-mail accounts are the University’s official means of communication with all students.

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<tr>
<th>NAME</th>
<th>UIN (Student K#)</th>
<th>SSN</th>
<th>VA FILE (CH 35 ONLY)</th>
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**ADDRESS**

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<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>TAMUK E-MAIL</th>
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**DEGREE**

[ ] BA  [ ] BS  [ ] BBA  [ ] MA  [ ] MS  [ ] PHD

**MAJOR/PROGRAM**

(ex. ENGR, HIST, MBA)

**CERTIFICATION IN**

[ ] Have you changed majors since your last certification?

[ ] Yes  [ ] No

If yes, from ______________ to ______________

**VETERAN STATUS**:  
[ ] Not Active Duty  [ ] Active Duty

**VA CHAPTER**:  
[ ] 33 (Post 9/11)  [ ] 30 (MGIB)  [ ] 1606 (Reserve)

[ ] 1607 (REAP)  [ ] 31 (VOC REHAB)  [ ] 35 (DEPENDENT)

[ ] 33 (POST 9/11 DEPENDENT)

**STATE BENEFITS**:  
[ ] HAZLEWOOD – VETERAN

[ ] HAZLEWOOD – DEPENDENT

**STUDENT STATUS**:  
[ ] Recertification  [ ] Transfer Student*

* If transfer student, have you submitted a Change of Program or Place of Training Form?  
[ ] Yes  [ ] No

**GRADUATING SEMESTER**

[ ] Fall 20__  [ ] Spring 20__  [ ] Summer 20__

**ARE YOU INTERESTED IN VA WORK STUDY?**

(Federal Receipts Only)

[ ] Yes  [ ] No

**For which term would you like to be certified?**

[ ] Fall 20__  [ ] Spring 20__  [ ] Summer 20__  [ ] Other 20__

**All official and military transcripts have been provided to:**

[ ] Admissions  [ ] Articulation

**For previous use VA Educational Benefits:**

[ ] Yes, at TAMUK  [ ] Yes, at other college ________________  [ ] No

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1. I understand that the courses that I am certifying for are in my current major and on my degree plan, except as noted, and that if I enroll in courses not in my major, I will be responsible to the Department of Veterans Affairs for any overpayment. INITIALS ______

2. I understand that I must be registered in order for the Veteran Affairs Office to process my certification with the Department of Veteran Affairs. INITIALS__________

3. I will notify the Veteran Affairs Office if I Add, Drop or Q-drop during the semester in which I am requesting certification. A VA registration hold will be initiated upon receipt of certification. INITIALS__________

4. I understand that a VA registration hold will be placed on your account to prevent any changes that can affect your federal or state veteran benefits. If for any reason changes are needed the hold will be removed for 24 hours and appropriate documentation will be forwarded to Veteran Affairs Office within the same time. Example: Add/Drop Classes, Degree changes, etc.

5. I understand that I must have a CURRENT signed degree plan in my major on file with Veteran Affairs Office, and must fill out a Change of Program form anytime my major changes. INITIALS______

6. I understand that if receiving any scholarship, waiver, aid, or assistance (other than loans and funds under the Higher Education Act) those monies will be paid first. Indicate Yes / No / NA

7. I understand under the provisions of Federal and State Veterans Education Policies I must maintain a GPA of 2.0 or above in order to receive Veteran educational benefits. INITIALS____________ GPA _______

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**STUDENT SIGNATURE**

**DATE**

Revision Date 10/20/2014