

Veterans Course Description and Certification Form

Select Chapter: Ch 30 Ch 31/Voc Rehab Ch 33/Post 9/11 Ch 35 Ch 1606 Ch 1607

Certify For: Term/Year _____ Number of Credits _____

Name _____ Student ID _____ VA File # or SSN _____

Address _____ Home Phone _____

City _____ State _____ Zip _____ e-mail _____

Major/Minor (Please list dual majors if applicable) _____ Catalog Year _____

Student Level: Undergraduate Postbaccalaureate Graduate/Doctoral Graduate Certificate

Degree (Undergraduates only): BA BS BM BFA

Advance Pay requested for this term? (see reverse) Yes No

Have you ever received Veterans benefits before? Yes No

Have you ever received Veterans benefits at PSU? Yes No

CRN	Dept & Course #	Course Title	Credits	Does this course apply to the degree? (university, major/minor req, pre-req, elective) <i>Note: some electives may not apply</i>
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
				<input type="checkbox"/> Yes <input type="checkbox"/> No Notes:

Adviser signature verifies that the above courses apply to the student's **degree**. Please make note of any exceptions.

Adviser Name _____ Adviser Signature _____

By signing below, I verify that I have completed all items, obtained an adviser's signature. I understand I must inform the Veterans Officer of ANY changes after this form has been submitted.

Student Signature _____ Date _____

Please read and complete the entire form. Incomplete forms will not be certified.

Important

- All veterans must be formally admitted to the University or be in the process of application to receive DVA educational benefits. An admission application, application fee, and official transcripts from all other schools attended must be on file in the Office of Admissions, Registration, and Records in Neuberger Hall.
- All graduate and certificate program students must present a completed program course list (signed by the department advisor) to the Veterans Certification Office before the certification process for educational benefits can be completed
- Pre-professional program students must turn in a complete list of the courses that are acceptable by the institution to which they intend to transfer. If unable to provide this list, students must declare a PSU major that requires the same course of study.
- Undergraduate and post-baccalaureate students are required to submit a "Veteran Course Description and Certification Form" (blue form) to the Veterans Certification Office the first week of each term. This form lists all classes in which the student is registered and must be signed by the student's advisor. Graduate, certificate, and pre-professional students must also submit a Veteran Course Description and Certification Form each term, confirming courses listed on the program previously submitted.
- When preparing for Graduate Admission, veterans must provide a written and signed statement from their academic department stating that their course work is necessary or required for formal admission into the graduate program.
- All veterans must notify the Veterans Certification Office regarding Add/Drops, change in degree, and/or change in program objective. Failure to notify this office may result in termination or overpayment of benefits and could jeopardize future eligibility.
- Report all changes of address to the Veterans Certification Office and the local post office.
- Provide proof of payment of tuition to the Veterans Certification Office.
- Veterans should know when their benefits expire and monitor their progress by checking in frequently with the Veterans Certification Office.

Guidelines for Grade Monitoring

It is important to meet the standards required by both PSU and the DVA. This information is listed in the PSU *Bulletin* and should be read in order to avoid confusion. In addition:

- The DVA will not pay for any course for which credit is not earned (i.e., W, AU, X, NP).
- Incompletes (I) must be completed within one calendar year of the original course date. Failure to do so may result in an overpayment and you may owe the DVA money. Notify the Veterans Certification Office as soon as the instructor has submitted the Supplemental Grade Report.
- The DVA will not pay for courses that are not applicable to the declared program objective.
- A course may be repeated one time and benefits received only if the course is required in your major, a grade of D or F has been received, and a C or better is required by the department or school.

Advance Pay (Post 9/11 is not eligible)

Veterans who are new, transferring to PSU, or returning after a break in training are eligible to receive advance pay. Veterans should request advance pay ***at least 30 days before the beginning of the term.*** It is important to remember that the DVA regularly issues checks at the ***end*** of each month of training. When veterans request advance pay, the second full check will be issued upon completion of the second full month of training. For example, veteran students requesting advance pay for Fall Term (beginning at the end of Sept.) will receive a check around Oct. 1 and the next full check will not arrive until Dec. 1.

Summer enrollment must be certified separately