Portland State UNIVERSITY

Office of the Registrar
Veterans Certification
FMH Lobby
Phone: 503-725-8380 Fax: 503-725-5525
www.pdx.edu/registration/veterans-certification
vetcert@pdx.edu

Veteran/Dependent Course Description and VA Certification Form

Veteran - Select Chapter: ☐ Ch 30   ☐ Ch 31/Voc Rehab   ☐ Ch 33/Post 9/11   ☐ Ch 35   ☐ Ch 1606   ☐ TA

Dependent – Select Chapter: ☐ Ch 35/DEA   ☐ Ch 33/TOE   ☐ Ch 33/Fry Scholarship

Certify For: Term/Year _____   Number of Credits _____

_____   _____   _____
Name   Student ID   SSN

_____   _____
Address   Home Phone

_____   _____
City   State   Zip   pdx.edu e-mail

_____   _____
Major(s)   Catalog Year

_____   _____
Minor(s)   Pre-Professional Program(s)

Student Level: ☐Undergraduate   ☐Postbaccalaureate   ☐Graduate/Doctoral   ☐Graduate Certificate

Degree (*Undergraduates only*): ☐BA ☐BS ☐BM ☐BFA

Have you ever received Veterans benefits at another school?   ☐ Yes   ☐ No

Did you graduate from an Oregon high school? ☐ Yes   ☐ No

CRN	Dept & Course #	Course Title	Credits	Does this course apply to the degree? (university, major/minor req, pre-req, elective) *Note: some electives may not apply*
				Notes:
				Notes:
				Notes:
				Notes:
				Notes:
				Notes:

By signing below, I understand I must inform the Veterans Officer of <u>ANY</u> changes after this form has been submitted.

Student Signature _____ Date _____

Have you visited the Veterans Resource Center?

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 the Registrar in the FMH Lobby.

  - <u>Pre-professional</u> 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.

  - All students using VA educational benefits are required to submit a Veteran Certification Form to the Veterans Certification Office each term. After your first term, you will submit your courses electronically using the e-cert form from your banweb account.

- All students using VA educational benefits 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 an overpayment of benefits and could create a debt with the VA. If you are thinking about dropping/withdrawing from a course, we highly recommend contacting our office in advance so we can inform you of the pros and cons of all options.

- Report all changes of address to the Veterans Certification Office and the local post office.

- Veterans should know when their benefits expire and monitor their remaining benefits using their e-benefits VA account.

Guidelines for Grade Monitoring

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

- The VA 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 VA money.

- The VA will not pay for courses that are not applicable to the declared program objective. You will be notified via email if any of your courses from your certification form are not degree applicable.

- For any questions regarding your benefits or degree applicability of your courses, please contact us directly at vetcert@pdx.edu or 503-725-8380.