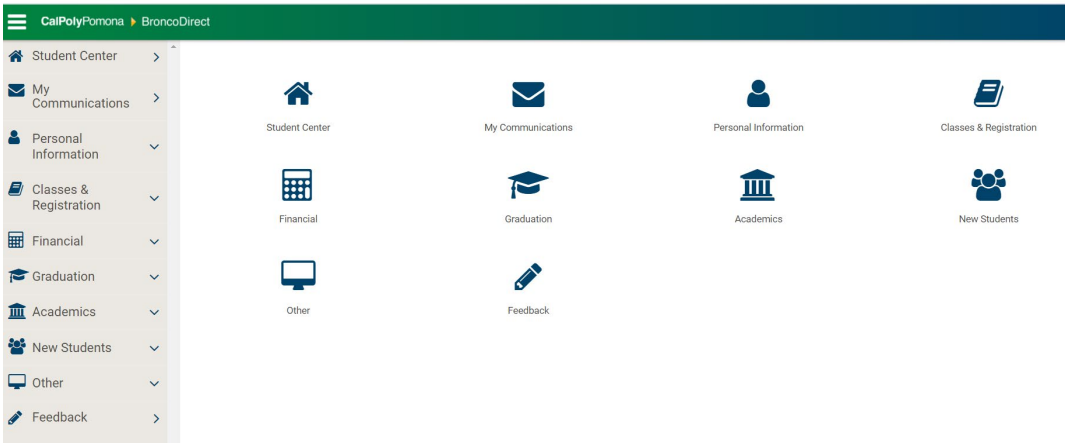
How to Complete the VA Benefits Certification &

How to Navigate the Veterans Shopping Sheet

1. Self Service – Student Center

In Student Center, student veterans, servicemembers, and military dependents may request their educational benefits and choose their classes for enrollment certification.

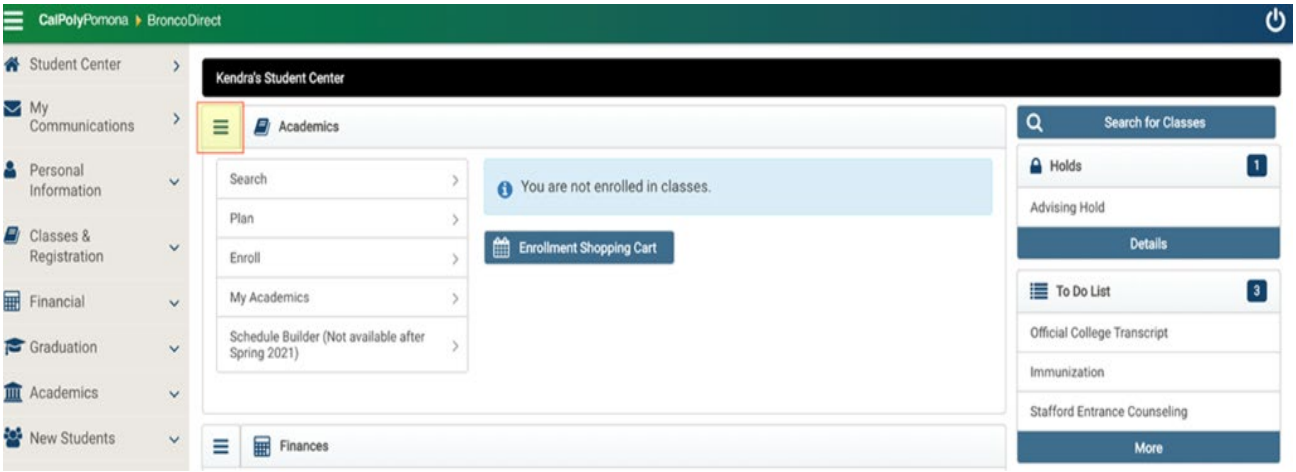
➔ **Click on Student Center**

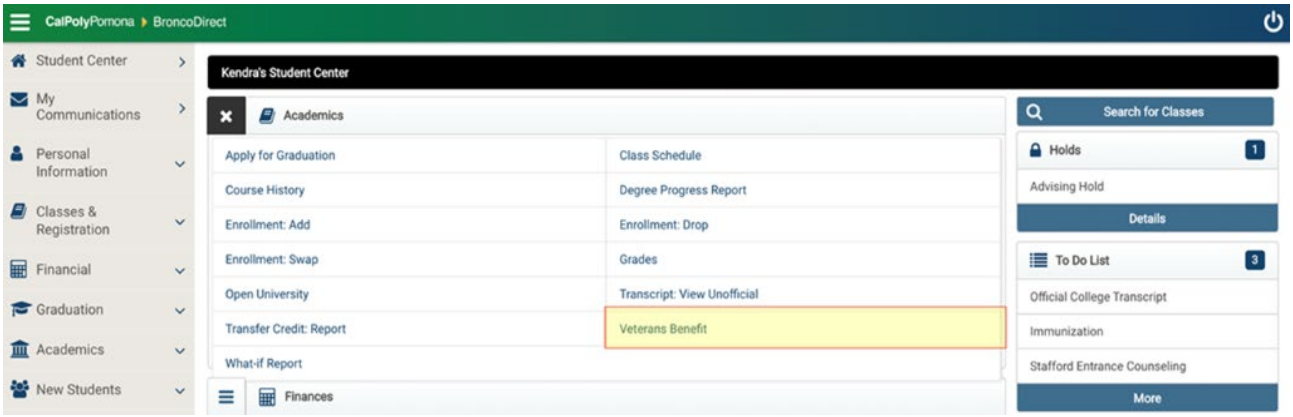


2. Student Center → Veterans Benefits

➔ Click on the 3 bars (hamburger) next to **Academics**.

➔ On the **drop down** menu, select **Veterans Benefits**





3. Welcome Page

Please carefully read the Welcome Page

➔ **Click <u>"Certification Request"</u> to begin the VA Certification or Click on <u>"Veterans Shopping Sheet"</u> to view the personalized and standardized form with financial aid information for undergraduate and graduate service members, veterans, and military dependents covered by EO 13607.**

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Welcome all student Veterans, Service Members, and Dependents!

Please Note: Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the certification request. Please contact the Veterans Resource Center for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at Cal Poly Pomona must submit an online Educational Benefit Certification Request process each term of enrollment.

If this is your first time certifying for your GI®¿ Bill at Cal Poly Pomona and you have not already provided copies of the below documents to our office, have these documents ready to attach:

1. Certificate of release or discharge from active duty (DD214 Member 4)(Veterans and Servicemembers Only)
2. Department of Veterans Affairs certificate of eligibility correspondence/letter
3. Contact Information Form. If you do not have it, visit the Registrar's Office website, click on Forms-VA Forms. Contact the VA Certifying Official, Samuel Kim at kim@cpp.edu for any questions.
4. Statement of Responsibility. If you do not have it, visit the Registrar's Office website, click on Forms-VA Forms. Contact the VA Certifying Official, Samuel Kim at kim@cpp.edu for any questions.
5. Education Plan. If you do not have it, visit the Registrar's Office website, click on Forms-VA Forms. https://www.cpp.edu/registrar/forms/va-educational-plan.pdf

Contact our office below if you have any questions regarding these documents.

Veterans Resource Center (VRC)
Campus Location: 121 West
First Floor, Office 1940

Mailing Address: 3801 West Temple Avenue,
Pomona, CA 91768

Office Email: vetquestions@cpp.edu

Phone: (909) 869-6994

Regular Office Hours:
Monday to Friday: 8:00 AM to 5:00PM
Summer Hours: 8:00 AM to 5:00 PM

Helpful Website Links:
Veterans Resource Center (VRC)

US Department of Veterans Affairs

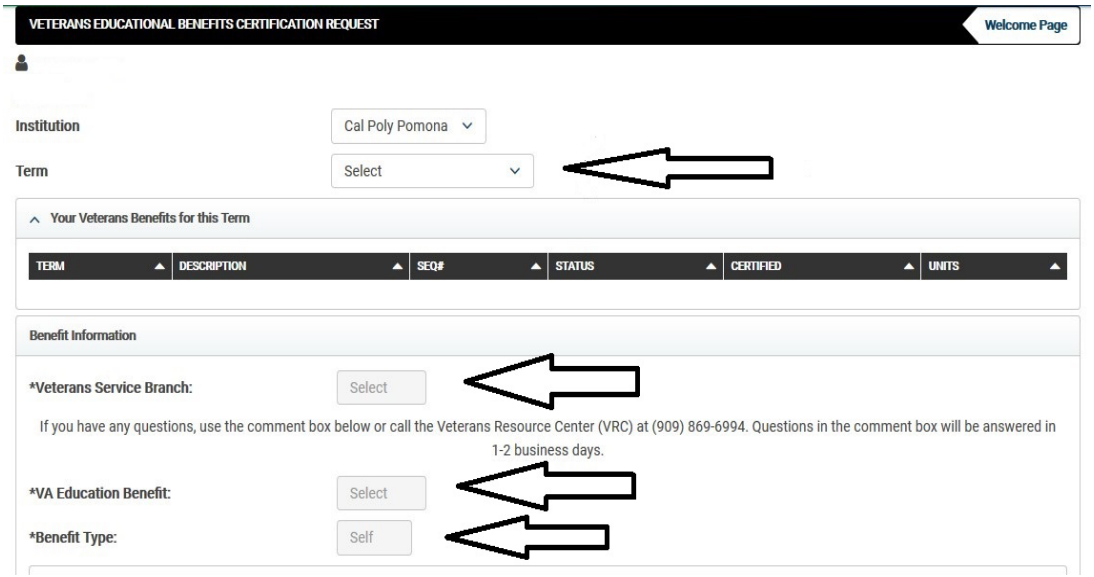
Veteran's Shopping Sheet How To Guide

4. Veterans Educational Benefits Certification Request

On this page, you will be able to select the **Term** you request to be certified for.

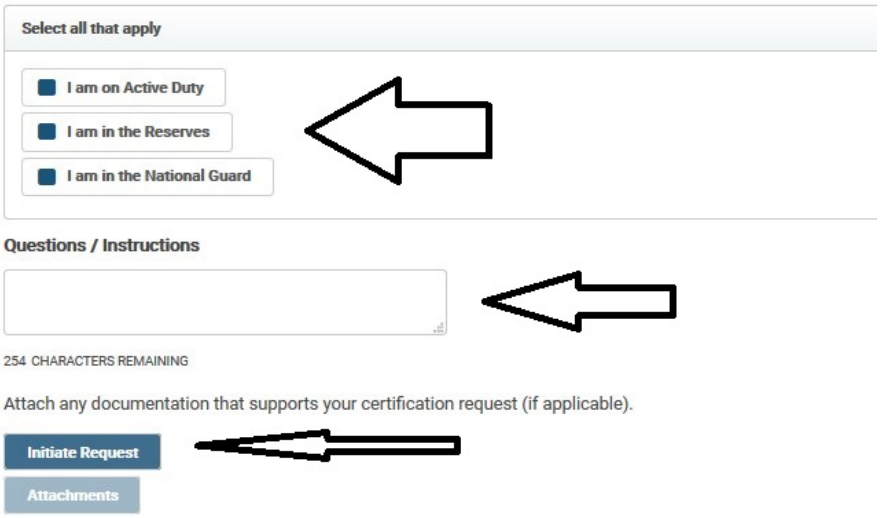
Under Benefit Information:

- Choose your **Veterans Service Branch** (Army, Marine Corps, Navy, etc.)
- Choose **VA Education Benefit** (Post 9/11 GI Bill – Ch. 33, VR&E – Ch. 31, DEA – Ch. 35, etc.)
- Choose **Benefit Type** (Self, Spouse, Dependent)



1) For **current servicemembers**, please check the box that applies to you. Veterans and Dependents do not need to select.
2) If you have a question, you can enter it in the box. The VA Certifying Official will reach out to you as soon as possible.

3) Select "**Initiate Request"** to begin certification process

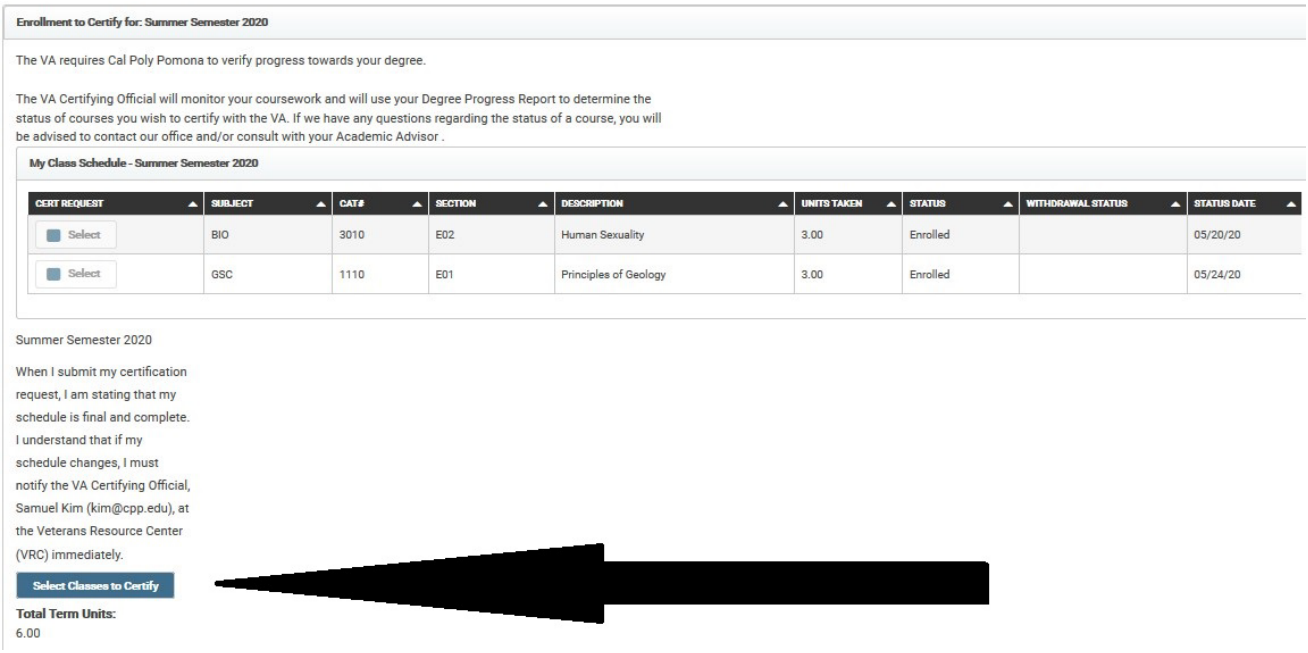


4) After clicking on "**Initiate Request"**, you will receive a Message.

- Your application is saved. Proceed with the rest of the certification process.

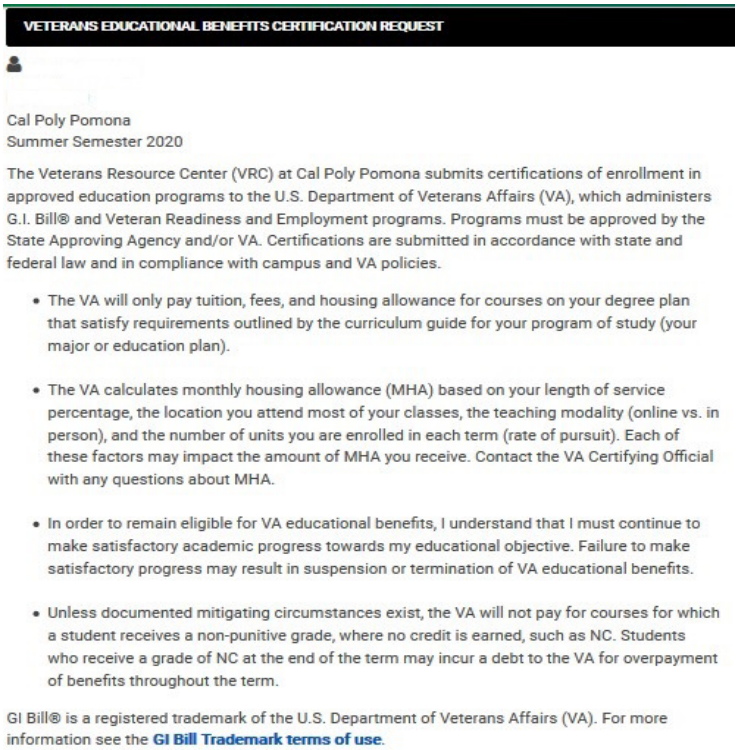
5. Select Classes to Certify

In this section, you will need to click "**SELECT CLASSES TO CERTIFY"** to proceed



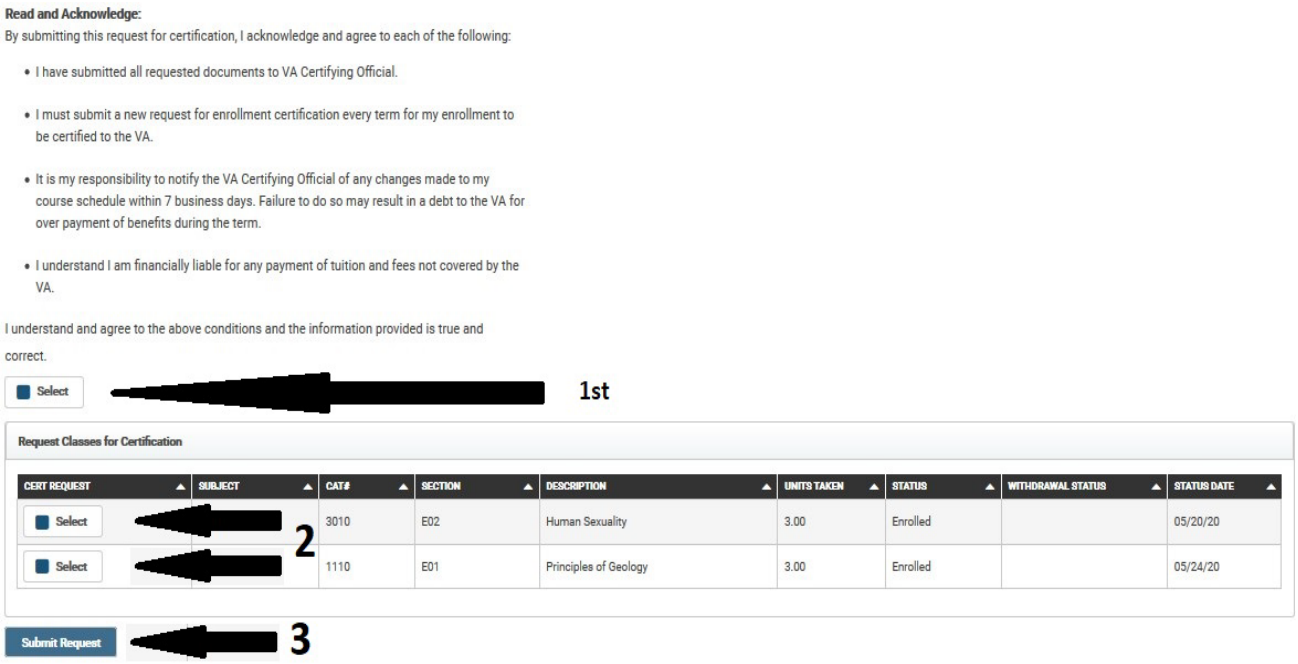
6. Select Classes to Certify

In this section, please carefully read through the information and scroll down.



In this section, please carefully read through the conditions.

1) Click on "**Select"** if you understand and agree to the conditions and the information provided is true and correct.
2) Select the classes that you request to be certified for. ***Do not select classes that are waitlist***
3) Click on **"Submit Request"** to finalize your request.



7. Request is complete

Following your completion , you will receive a message that your request has been successfully submitted.

8. Return to the previous page

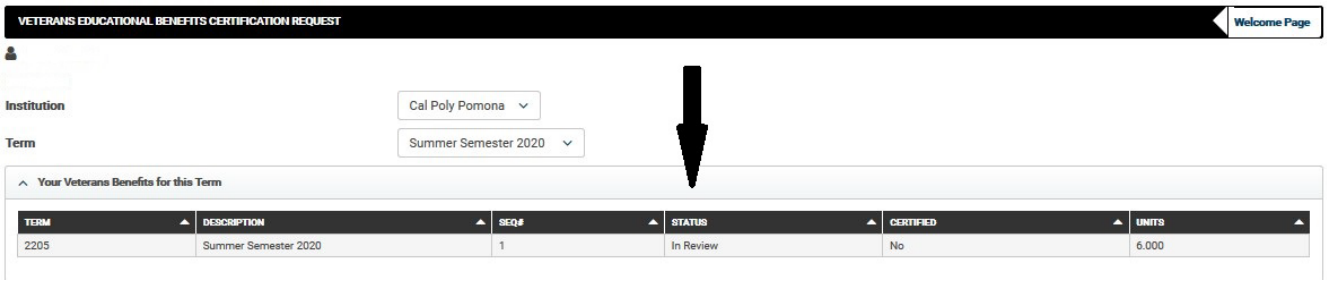
Click on **"Return"** at the Top Right Corner to move to the previous page

9. Checking on the Status of your Certification

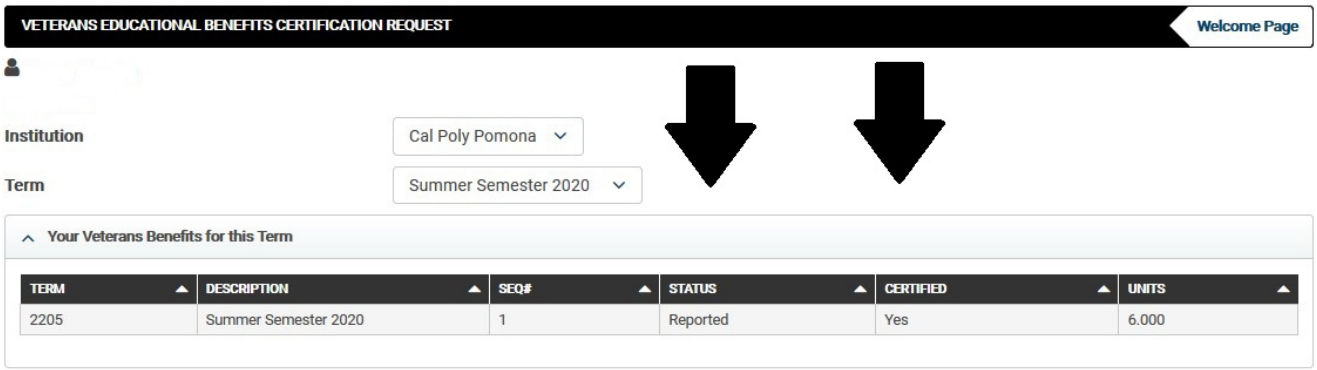
You will be able to check on the status of your certification under **"STATUS"**

The 5 different status' that you may see are the following:

- In Review
- Reported
- Pending
- Denied
- Withdrawn

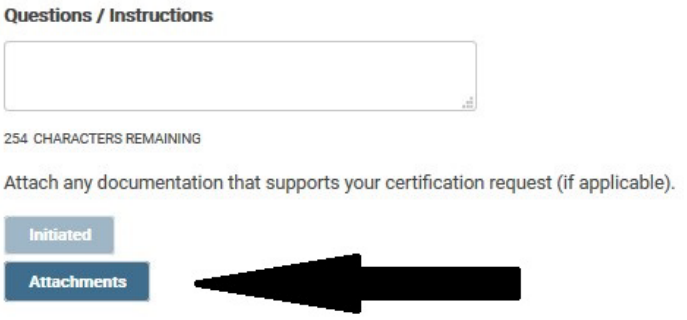


The status **"Reported"** means that you have been certified for the term requested. Make sure you receive an confirmation e-mail from VA-ONCE.



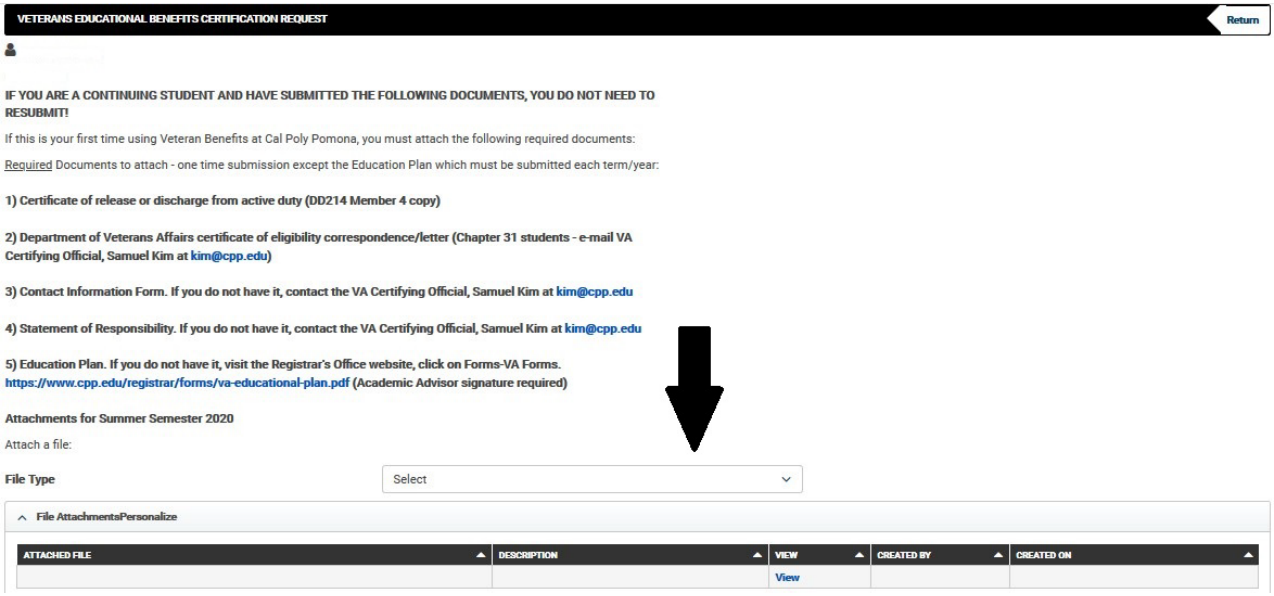
10. Attachments

Attachments are OPTIONAL. This is NOT a requirement to be certified.

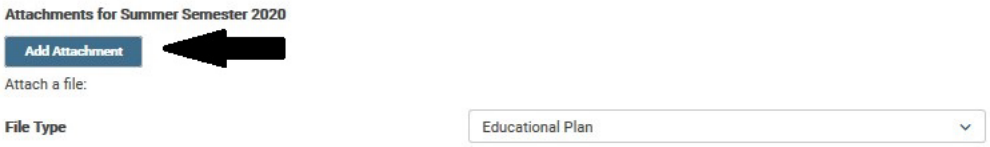


In this section, please carefully read through the information before proceeding.

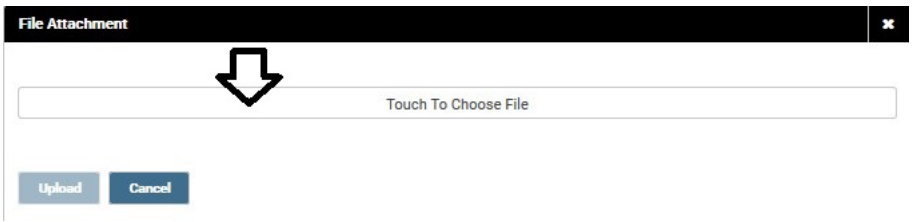
1) Click on drop-down menu to select a file type



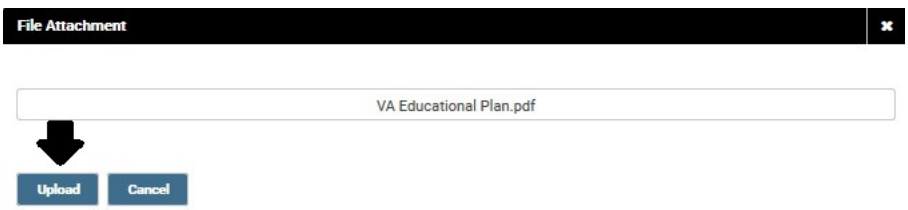
2) Click on the Add Attachment button to attach a file



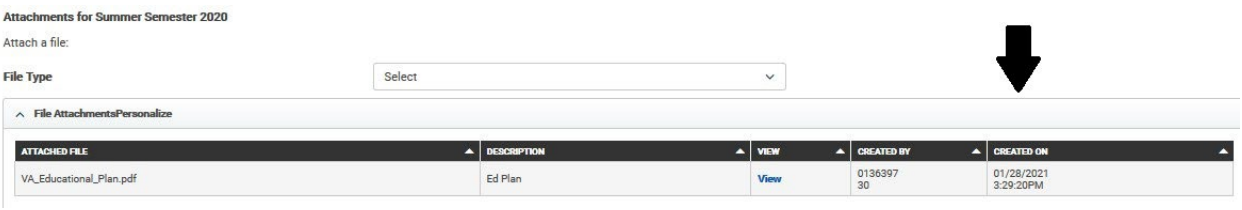
3) Click on “Touch to Choose File” to select the file from your computer



4) After attaching the document, click on “Upload”



5) After uploading the document, you'll see a date/time stamp on when you uploaded.



11. Veterans Shopping Sheet

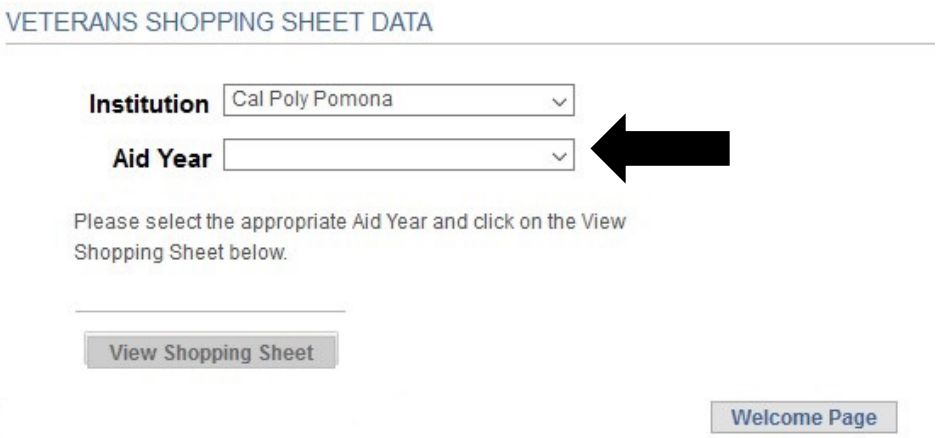
Cal Poly Pomona provides students with the Veterans Shopping Sheet

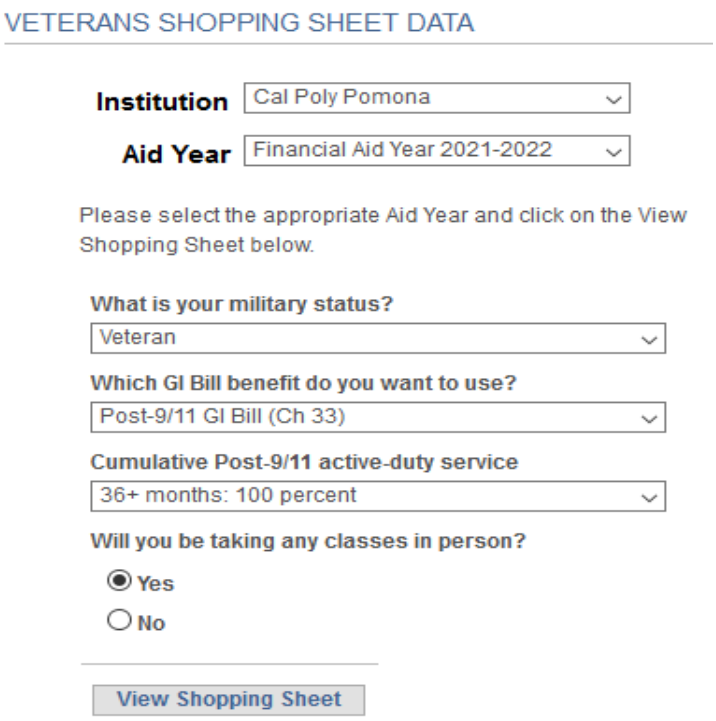
•Consumer tool that standardizes information about college costs and financial aid. •Allows students and their families to compare costs and aid offers from multiple schools •Helps facilitate informed decisions about institutional choice.

The Financial Aid Shopping Sheet is NOT a final financial aid offer

•Only a representation of the types and amounts of financial aid the student maybe eligible for – based on the information available at the time of viewing the sheet.

1) Click on the drop down menu and choose the Aid Year (ex. Financial Aid Year 2021-2022)





2) **A)** Select your military status?

- Active Duty, Child, National Guard/Reserves, Spouse, & Veteran

B) Which GI Bill benefit do you want to use?

- CalVet – Cal Vet Fee Waiver
- Dependents Educational Assistance (DEA) – Chapter 35
- DoD MilTA – Tuition Assistance
- Montgomery GI Bill (Ch. 30)
- NONE
- Post-9/11 GI Bill (Ch. 33)
- Select Reserve GI Bill (Ch. 1606)
- Veteran Readiness and Employment – Chapter 31

C) Answer if there is a supplemental question

D) Will you be taking any classes in person? Yes or No

E) Click on View Shopping Sheet

3) View of your personalized shopping sheet

California State Polytechnic University, Pomona (CPP)

Total Cost of Attendance 2021-2022	On Campus Residence	Off Campus Residence
Tuition and fees	$7,438	
Housing and meals		$13,644
Books and supplies	$1,046	
Transportation	$1,582	
Other education costs	$2,126	
Estimated Cost of Attendance		**$25,836** / yr

Scholarship and Grant Options

Scholarships and Grants are considered "Gift" aid - no repayment is needed.

Scholarships	
Merit-Based Scholarships	
Scholarships from your school	$0
Scholarships from your state	$0
Other scholarships	$0
Employer Paid Tuition Benefits	$0
Total Scholarships	**$0** / yr

Grants	
Need-Based Grant Aid	
Federal Pell Grants	$5,354
Institutional Grants	$0
State Grants	$7,398
Other forms of grant aid	$0
Total Grants	**$12,752** / yr

College Costs You Will Be Required to Pay	
Net Costs (Cost of attendance minus total grants and scholarships)	**$13,084** / yr

Veterans Benefits	
You may be eligible for up to:	
Tuition (annually)	$7438
Housing (monthly)	$3354
Books (annually)	$1000

Loan and Work Options to Pay the Net Costs to You

You must repay loans, plus interest and fees.

Loan Options*	
Federal Direct Subsidized Loan	$5,500 / yr
Federal Direct Unsubsidized Loan	$7,000 / yr
Private Loan	$0 / yr
Institutional Loan	$0 / yr
Other Aid That Must Be Repaid	$0 / yr
In addition to the loans above, parents may also apply for the following:	
Parent Plus Federal Loan	$0 / yr
Total Loan Options	**$12,500** / yr

Work Options	
Work-study (Federal, state, or institutional)	$0 / yr
Hours Per Week	0 / wk
Other Campus Job	$0 / yr
Total Work Options	**$0** / yr

For More Information

Cal Poly Pomona
Veterans Resource Center
3801 W Temple Ave. Bldg 121 Office 1940
Pomona, CA 91768
Telephone: (909)869-6994
E-mail: vetquestions@cpp.edu