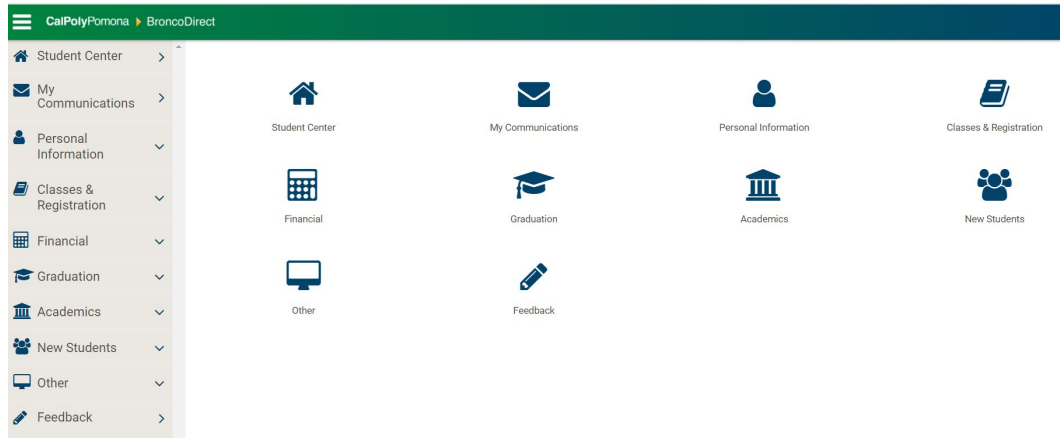


How to Complete the VA Benefits Certification

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**

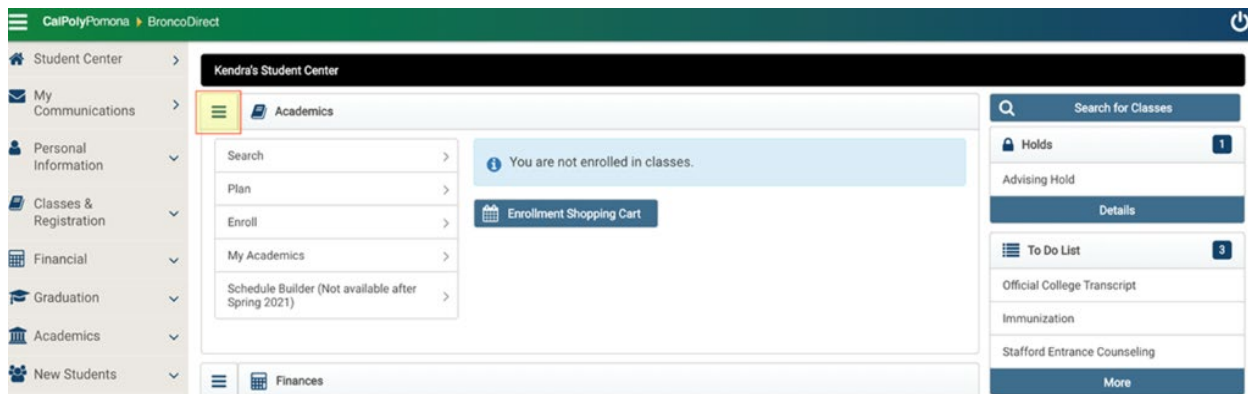


The screenshot shows the CalPoly Pomona BroncoDirect Student Center dashboard. On the left is a navigation menu with options: Student Center, My Communications, Personal Information, Classes & Registration, Financial, Graduation, Academics, New Students, Other, and Feedback. The main area contains a grid of icons for: Student Center, My Communications, Personal Information, Classes & Registration, Financial, Graduation, Academics, and New Students. There are also icons for 'Other' and 'Feedback'.

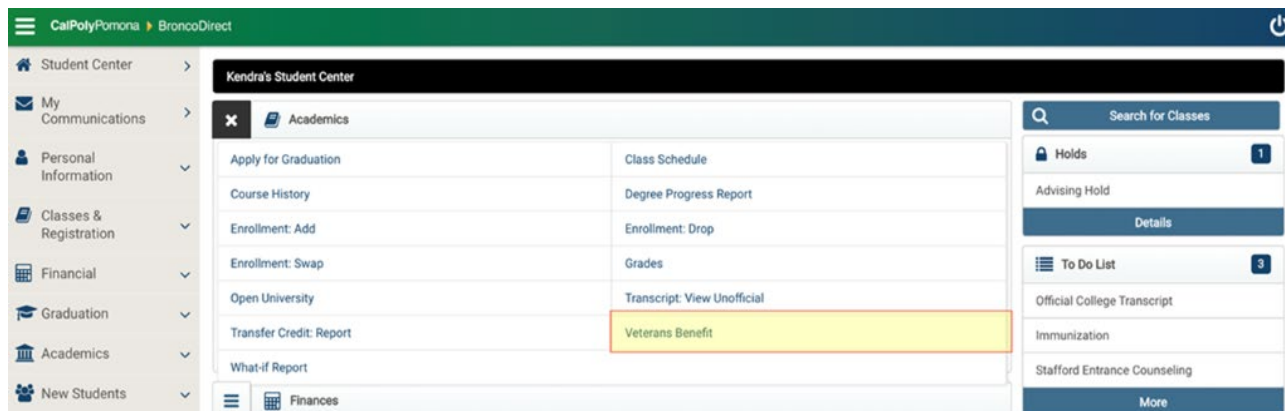
2. Student Center ➔ Veterans Benefits

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

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



This screenshot shows the 'Academics' dropdown menu in the Student Center. The menu options include: Search, Plan, Enroll, My Academics, and Schedule Builder (Not available after Spring 2021). A message states 'You are not enrolled in classes.' with an 'Enrollment Shopping Cart' button. On the right, there is a 'Search for Classes' box and a 'Holds' section with 1 hold (Advising Hold) and a 'To Do List' with 3 items (Official College Transcript, Immunization, Stafford Entrance Counseling).



This screenshot shows the 'Academics' page with the 'Veterans Benefit' option highlighted in yellow. The page includes a table with the following items:

Apply for Graduation	Class Schedule
Course History	Degree Progress Report
Enrollment: Add	Enrollment: Drop
Enrollment: Swap	Grades
Open University	Transcript: View Unofficial
Transfer Credit: Report	Veterans Benefit
What-if Report	

The right sidebar remains the same as in the previous screenshot, showing 'Search for Classes', 'Holds' (1), and 'To Do List' (3).

3. Welcome Page

Please carefully read the Welcome Page

➔ Click “Certification Request” to begin.

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](#)

[Certification Request](#)



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)

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST Welcome Page

Institution: Cal Poly Pomona

Term: Select

Your Veterans Benefits for this Term

TERM	DESCRIPTION	SEQ#	STATUS	CERTIFIED	UNITS
------	-------------	------	--------	-----------	-------

Benefit Information

*Veterans Service Branch: Select

If you have any questions, use the comment box below or call the Veterans Resource Center (VRC) at (909) 869-6994. Questions in the comment box will be answered in 1-2 business days.

*VA Education Benefit: Select

*Benefit Type: Self

- 1) For **current servicemembers**, please select 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

Select all that apply

I am on Active Duty

I am in the Reserves

I am in the National Guard

Questions / Instructions

254 CHARACTERS REMAINING

Attach any documentation that supports your certification request (if applicable).

Initiate Request

Attachments

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

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

Message

Warning: Certification request not complete. (30520,3)

Warning: You have not completed the certification request process. This action saves your application only.

OK

5. Select Classes to Certify

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

Enrollment to Certify for: Summer Semester 2020

The VA requires Cal Poly Pomona to verify progress towards your degree.

The VA Certifying Official will monitor your coursework and will use your Degree Progress Report 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 contact our office and/or consult with your Academic Advisor .

My Class Schedule - Summer Semester 2020

CERT REQUEST	SUBJECT	CAT#	SECTION	DESCRIPTION	UNITS TAKEN	STATUS	WITHDRAWAL STATUS	STATUS DATE
Select	BIO	3010	E02	Human Sexuality	3.00	Enrolled		05/20/20
Select	GSC	1110	E01	Principles of Geology	3.00	Enrolled		05/24/20

Summer Semester 2020

When I submit my certification request, I am stating that my schedule is final and complete. I understand that if my schedule changes, I must notify the VA Certifying Official, Samuel Kim (kim@cpp.edu), at the Veterans Resource Center (VRC) immediately.

Select Classes to Certify

Total Term Units:
6.00

6. Select Classes to Certify

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

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Cal Poly Pomona
Summer Semester 2020

The Veterans Resource Center (VRC) at Cal Poly Pomona submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Veteran Readiness and Employment programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in accordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for courses on your degree plan that satisfy requirements outlined by the curriculum guide for your program of study (your major or education plan).
- The VA calculates monthly housing allowance (MHA) based on your length of service percentage, the location you attend most of your classes, the teaching modality (online vs. in person), and the number of units you are enrolled in each term (rate of pursuit). Each of these factors may impact the amount of MHA you receive. Contact the VA Certifying Official with any questions about MHA.
- In order to remain eligible for VA educational benefits, I understand that I must continue to make satisfactory academic progress towards my educational objective. Failure to make satisfactory progress may result in suspension or termination of VA educational benefits.
- Unless documented mitigating circumstances exist, the VA will not pay for courses for which a student receives a non-punitive grade, where no credit is earned, such as NC. Students who receive a grade of NC at the end of the term may incur a debt to the VA for overpayment of benefits throughout the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the [GI Bill Trademark terms of use](#).

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.

Read and Acknowledge:

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to VA Certifying Official.
- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.
- It is my responsibility to notify the VA Certifying Official of any changes made to my course schedule within 7 business days. Failure to do so may result in a debt to the VA for over payment of benefits during the term.
- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

I understand and agree to the above conditions and the information provided is true and correct.

Select

1st

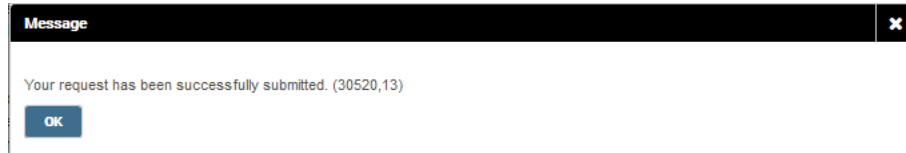
Request Classes for Certification

CERT REQUEST	SUBJECT	CAT #	SECTION	DESCRIPTION	UNITS TAKEN	STATUS	WITHDRAWAL STATUS	STATUS DATE
<input type="checkbox"/> Select	[REDACTED]	3010	E02	Human Sexuality	3.00	Enrolled		05/20/20
<input type="checkbox"/> Select	[REDACTED]	1110	E01	Principles of Geology	3.00	Enrolled		05/24/20

3

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

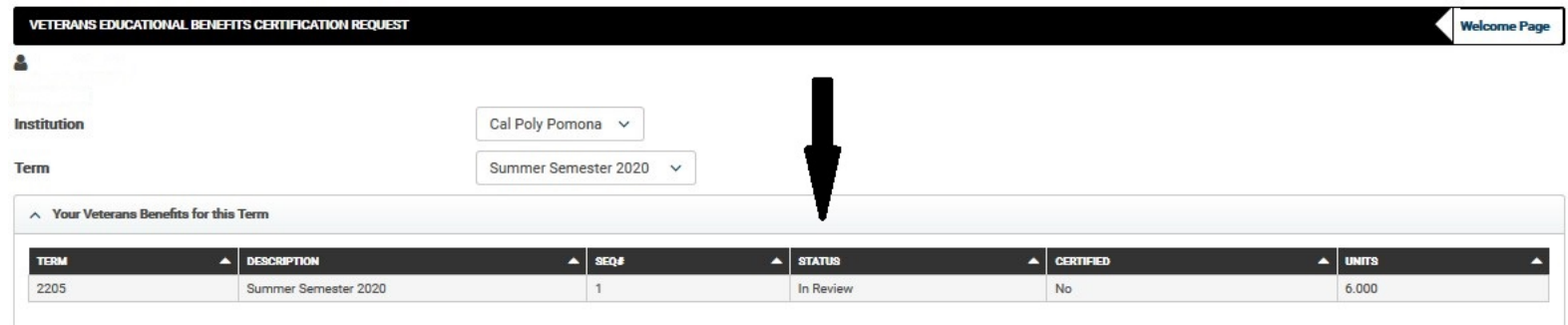


9. Checking on the Status of your Certification

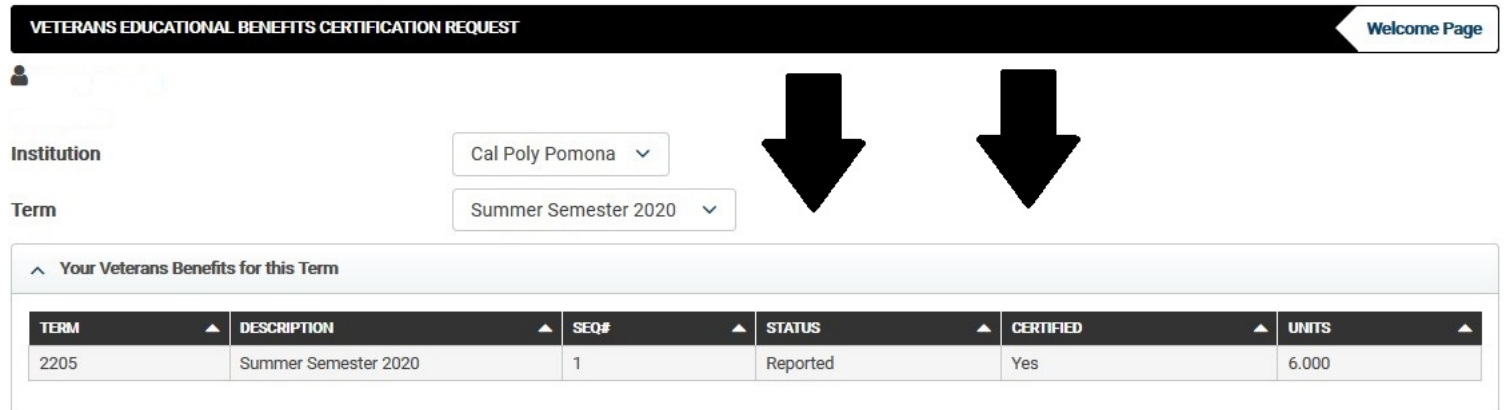
You will be able to check on the status of your certification under "STATUS"

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.

Questions / Instructions

254 CHARACTERS REMAINING

Attach any documentation that supports your certification request (if applicable).

Initiated

Attachments



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

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

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST Return

IF YOU ARE A CONTINUING STUDENT AND HAVE SUBMITTED THE FOLLOWING DOCUMENTS, YOU DO NOT NEED TO RESUBMIT!

If this is your first time using Veteran Benefits at Cal Poly Pomona, you must attach the following required documents:

Required Documents to attach - one time submission except the Education Plan which must be submitted each term/year:

- 1) Certificate of release or discharge from active duty (DD214 Member 4 copy)
- 2) Department of Veterans Affairs certificate of eligibility correspondence/letter (Chapter 31 students - e-mail VA Certifying Official, Samuel Kim at kim@cpp.edu)
- 3) Contact Information Form. If you do not have it, contact the VA Certifying Official, Samuel Kim at kim@cpp.edu
- 4) Statement of Responsibility. If you do not have it, contact the VA Certifying Official, Samuel Kim at kim@cpp.edu
- 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> (Academic Advisor signature required)

Attachments for Summer Semester 2020

Attach a file:

File Type

ATTACHED FILE	DESCRIPTION	VIEW	CREATED BY	CREATED ON
		View		



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

Attachments for Summer Semester 2020

[Add Attachment](#)

Attach a file:

File Type



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

File Attachment ✕

[Upload](#) [Cancel](#)



4) After attaching the document, click on "Upload"

File Attachment ✕

VA Educational Plan.pdf



Upload **Cancel**

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

Attachments for Summer Semester 2020

Attach a file:

File Type



File AttachmentsPersonalize

ATTACHED FILE	DESCRIPTION	VIEW	CREATED BY	CREATED ON
VA_Educational_Plan.pdf	Ed Plan	View	013639730	01/28/2021 3:29:20PM