



## Office of Financial Aid and Veteran Services

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## Veteran Certification Request

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1. Name (Last, First, Middle Initial): \_\_\_\_\_
2. Social Security Number: \_\_\_\_\_ VA File Number (Ch 35 Only): \_\_\_\_\_
3. E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Is this an address change from  
what is on record with the VA?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
  
**If yes**, contact the St. Louis RPO to  
update your records at 1-888-442-4551.
5. Is this your **Initial** Certification Request?      Yes \_\_\_\_\_      No \_\_\_\_\_
6. For which semester are you requesting to use your veteran's benefits?    Fall \_\_\_\_\_      Spring \_\_\_\_\_      Summer \_\_\_\_\_
7. Are you currently on active duty?      Yes \_\_\_\_\_      No \_\_\_\_\_
8. Which benefit(s) are you applying for:
  - **Illinois Veterans Grant** (Eligibility letter must be on file)
  - **Illinois National Guard Grant** (Eligibility letter must be on file – You must reapply for this grant prior to every fall)
  - **Illinois MIA-POW Scholarship** (Eligibility letter must be on file)
  - **Chapter 31 Vocational Rehabilitation** (Authorization from a case worker must be on file – You will need to request a new authorization from your case worker each semester – You must be enrolled in at least 6 credit hours/term to receive the BAH.)
  - **Chapter 30 Montgomery GI Bill** (You must be enrolled in at least 6 credit hours/term to receive the BAH)
  - **Chapter 1606 Selected Reserve GI Bill** (You must be enrolled in at least 6 credit hours/term to receive the BAH)
  - **Chapter 1607 REAP GI Bill** (You must be enrolled in at least 6 credit hours/term to receive the BAH)
  - **Chapter 33 Post 9/11 GI Bill/TOE/Frye Scholarship** (You must be enrolled in at least one on-campus class and enrolled in at least 7 credit hours/term to receive the BAH)
  - **Chapter 35 Spouse/Dependent GI Bill** (You must be enrolled in at least 6 credit hours/term to receive the BAH)
  - **Chapter 32 VEAP** (You must be enrolled in at least 6 credit hours/term to receive the BAH)
9. Are you concurrently enrolled at another educational institution?      Yes \_\_\_\_\_      No \_\_\_\_\_  
  

**If yes**, and Parkland is not your home school, you will need to have your home school send a letter to Parkland stating that the classes you are enrolled in at Parkland will count towards your degree at your home school.

**If yes**, and Parkland is your home school, list the name and address of the Certifying Official at your supplemental school. List the courses you are taking at your supplemental school that you wish to be certified for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Have you previously received VA educational benefits at another institution? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes**, you must submit a signed copy of your change of program or place of training form (22-1995 or 22-5495) to the Parkland Office of Financial Aid and Veteran Services. This form is available online at [www.gibill.va.gov](http://www.gibill.va.gov).

**If no**, you must complete an application for benefits (22-1990 or 22-5490) and submit the form to the VA. This form is available online at [www.gibill.va.gov](http://www.gibill.va.gov).

11. Would you like to have access to the Student Veterans Association at Parkland (SVAP) team website? Yes \_\_\_\_\_ No \_\_\_\_\_

\*To get to the SVAP team site, log into my.parkland and click on student services, then veteran affairs.

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- I understand that I must submit this form to the Certifying Official each semester before I will be certified to use my veteran's benefits.
  - I understand that I must be registered for classes for the semester I am requesting to use the benefits, prior to submitting this form.
  - I understand that I must be enrolled in an eligible degree or certificate program to be certified for Federal benefits.
  - I understand that Federal VA benefits will not be approved for use on any classes that are not required for my degree/certificate.
  - I understand that I may not be eligible for Federal VA benefits if I am on academic probation/suspension.
  - I understand that I may not be eligible for State VA benefits if I have attempted more than 60 credit hours and have less than a 2.0 cumulative GPA.
  - I understand that I cannot submit this form more than 120 days prior to the start of a semester.
  - I understand that I am responsible for checking my student e-mail for correspondence from the Certifying Official and following up on any necessary items, or my processing may be delayed.
  - I understand that it is my responsibility to notify the Certifying Official of any changes to my enrollment.

Once this form is submitted, Parkland College will not update your certification with the VA due to changes in your enrollment until after the 10<sup>th</sup> day of the semester (Add/Drop Period). **Before submitting this form you should be sure that this is your final schedule and you will not be making changes. Making changes to your schedule will delay processing and may cause you to owe money to the VA.**

If you are enrolled at another institution, you **must** submit a parent letter to Parkland College before certification.

If you have used veteran's benefits at another institution since the last time you used it at Parkland, you will need to submit a change of program or place of training form to Parkland College before you will be certified.

It may take up to 3 months for the VA to process your certification after this form is submitted. **It is important that this form is submitted to our office as early as possible so that there is no delay in your benefits.**

**Certification of Federal Veterans Benefits will not hold your classes. You will be dropped for lack of tuition unless you pay on your account, or make payment arrangements.**

**Your signature on this form confirms that you wish to receive Federal VA Education Benefits and that you fully understand and agree to comply with the rules and regulations pertaining to these benefits.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_