

Murray State University Office of Veterans Affairs 425 Wells Hall Murray, KY 42071	<h2 style="margin: 0;">Certification Request Form</h2>	Email: <a href="mailto:msu.va@murraystate.edu">msu.va@murraystate.edu</a> Phone: 270-809-3754 Fax: 270-809-3050
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INSTRUCTIONS: This is a form to be used by the servicepersons, veterans, reservists, and dependents to request certification for the US Department of Veterans Affairs education benefits. The Certification Request Form is required each semester before our office will certify a student's enrollment.

### PART I - APPLICANT

1. NAME (last, first, middle initial): \_\_\_\_\_ 2. M NUMBER: \_\_\_\_\_

3. CURRENT MAILING ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP CODE: \_\_\_\_\_

4. EMAIL: \_\_\_\_\_ 5. PHONE NUMBER: \_\_\_\_\_

6. SSN/VA FILE NUMBER: \_\_\_\_\_ 7. ACTIVE DUTY:  YES  NO

8. MAJORS(S): \_\_\_\_\_ 9. MINOR(S): \_\_\_\_\_

### PART II – ENROLLMENT DATA

10. CERTIFICATION is requested for:  SPRING  SUMMER  FALL  WINTER YEAR \_\_\_\_\_

11. WHICH BENEFIT(S) WILL YOU BE USING? (CHECK ALL THAT APPLY)

<input type="checkbox"/> Chapter 30 – Montgomery GI Bill-Active Duty	<input type="checkbox"/> Chapter 35 – Dependents Education Assistance
<input type="checkbox"/> Chapter 30 – MGIB Top-Up	<input type="checkbox"/> Chapter 1606 – Montgomery GI Bill-Selected Reserves
<input type="checkbox"/> Chapter 31 – Vocational Rehabilitation	<input type="checkbox"/> Chapter 1607 – Reserve Educational Assistance Program (REAP)
<input type="checkbox"/> Chapter 33 – Post 9/11 (VETERAN)	<input type="checkbox"/> State TA: Kentucky National Guard
<input type="checkbox"/> Chapter 33 – Post 9/11 Top-Up	<input type="checkbox"/> Federal TA: GoArmy, Air Force, WAWF, etc.
<input type="checkbox"/> Chapter 33 – Post 9/11 (DEPENDENT) / Fry Scholarship	<input type="checkbox"/> Dependents' State Tuition Waiver

12. Are you planning to graduate at the end of this semester?  Yes  No

13. Are you taking classes at another institution?  Yes  No If yes, which institution? \_\_\_\_\_

I understand that the U.S. Department of Veterans Affairs does not notify MSU when a student has been approved/denied benefits or when eligibility has changed. It is my responsibility to keep MSU's VA Office up to date on my status.

I am responsible for any debt owed to Murray State University or the Department of Veterans Affairs, resulting from an overpayment in my education benefits. Non-payment may impact my account, registration, and the ability to request transcripts. Payment plan options are available for those using VA education benefits.

I understand that withdrawing from or auditing a course may affect my benefits and result in a debt owed to VA.

If I stop attending a class, and receive a failing grade, MSU's Office of Veterans Affairs must report that information to VA. This may result in a debt owed to VA.

I understand that I can only receive benefits for courses that apply to my degree. It is my responsibility to check my degree audit each semester to ensure the courses I am enrolled in apply to my degree plan. I cannot be paid for repeated courses for which I have already received a passing grade.

I understand that this form is only valid for the semester(s) indicated above. I must submit this completed form to MSU's Office of Veterans Affairs each semester I want to utilize benefits. Failure to do so, in a timely manner, may result in delayed payment(s). Those using Chapter 30, 1606, or 1607 must verify enrollment status with the U.S. Department of Veterans Affairs each month.

I understand that the MSU email is the official MSU electronic correspondence method. It is my responsibility to check my MSU email account regularly.

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

<b>Certifying Official ONLY</b>			
Date Received: _____	<input type="checkbox"/> Term List	<input type="checkbox"/> SGASTDN	
Date Certified: _____	<input type="checkbox"/> Post 9/11 List	<input type="checkbox"/> SGASADD	
	<input type="checkbox"/> Ch 31 List		