



# VA ENROLLMENT CERTIFICATION REQUEST

(See reverse for instructions/additional information)

This form must be submitted SEPARATELY for each term for which you wish to receive VA Education Benefits.

Fall<sup>1</sup>       Winter<sup>1</sup>       Spring<sup>1</sup>       Sum I<sup>1</sup>       Sum II<sup>1</sup>       Sum III<sup>1</sup>      20\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ID: \_\_\_\_\_

Email: \_\_\_\_\_ Current Major<sup>2</sup>: \_\_\_\_\_

Current Degree Objective:  BA/BS     Grad Certificate     Masters     Doctorate

Check here if you are on Active Duty<sup>3</sup>:

Check here if you are a spouse or dependent

## VA EDUCATION BENEFIT, AS APPLIED FOR ON 22-1990 (APPLICATION FOR VA EDUCATION BENEFITS):

- Montgomery GI Bill® – Active Duty – MGIB (Chapter 30)<sup>4</sup>
- Vocational Rehabilitation (Chapter 31 -VA Form 28-1905 must be current in order to certify your enrollment)<sup>5</sup>  
VR&E PO/Authorization number: \_\_\_\_\_
- Post 9/11 GI Bill® (Chapter 33) (See box at right)   
  - Check here if you are a dependent using transferred Post-9/11 benefits<sup>8</sup>
  - Check here to include the University Sponsored Health Insurance Plan in the amount reported to the VA for your Post 9/11 GI Bill toward benefit
- Survivors' and Dependents' Assistance – DEA (Chapter 35) – Veteran's File Number<sup>9</sup>: \_\_\_\_\_  
Qualifying Veterans Name: \_\_\_\_\_
- Montgomery GI Bill® - Selected Reserve (Chapter 1606)<sup>4</sup>
- Reserve Education Assistance Program – REAP (Chapter 1607)<sup>4</sup>
- I request VA certification for these courses<sup>16</sup>: \_\_\_\_\_
- Check if you are requesting temporary non-resident for in-state-status<sup>17</sup>

Post-9/11 GI Bill Recipients<sup>7</sup>:  
Check if you are using:

- ROTC Scholarship
- Fed'l Military Tuition Assistance (TA)<sup>7a</sup>
- State Military Tuition Assistance (TA)<sup>7a</sup>
- State Tuition Waiver -MD Nat'l Guard<sup>7b</sup>
- HPSP<sup>7c</sup>
- Tuition paid by employer<sup>7d</sup>
- Tuition Remission
- Scholarship – Tuition & Fees only<sup>7e</sup>
- one of the Above

I have read the BSU VA Enrollment Certification Request Instructions. I certify that all courses are applicable to my degree program and meet VA requirements. I understand that completion of this BSU form assures me of enrollment certification with the Department of Veterans Affairs, but does not guarantee payment from the VA. Payment depends on my being enrolled in an approved program, my not owing money to the VA for any overpayments, and my compliance with all other VA regulations. I further understand that any information on this form or in my university record may be shared with the VA at its request.

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

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

\*Signature required.

Visit the BSU Veterans Certification Services website for additional information - [Veteran Enrollment | Bowie State](#)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Bowie State University – Military Resource Center – Veteran Services - 14000 Jericho Park Road, Suite 1200 – Bowie, Maryland 20715 Voice: 301-860-5109 :Email: [militarybenefits@bowiestate.edu](mailto:militarybenefits@bowiestate.edu)

# BSU VA ENROLLMENT CERTIFICATION REQUEST INSTRUCTIONS:

1. Enter the term and year for which you are requesting enrollment certification. **Note: The Department of Veterans Affairs (VA) requires certification of enrollment for EACH semester for which you wish to receive benefits.** The earliest that your enrollment may be certified is after you officially register for classes. Submit this form to the BSU Veterans Certification Office upon registration for a term.
2. Enter your current, officially declared major.
  - a. Enter your intended major: **The Department of Veterans Affairs requires all students pursuing a bachelor's degree to declare a major by the end of the sophomore year.**
  - b. If you are a visiting student (one who is receiving his/her degree from another institution but taking classes here at Bowie State University), write the name of your institution in this space, and submit official documentation of your permission to enroll at this institution along with this form. Only courses that are explicitly listed in this documentation may be certified to the VA.
  - c. VA educational benefits cannot be paid to a non-degree seeking Continuing Education student unless he/she is pending admission to a BSU degree-seeking program. In such cases, a non-degree seeking Continuing Education student can be certified for no more than two semesters.
3. **If you are on Active Duty:**
  - a. For information on using the Montgomery GI Bill with military Tuition Assistance (TA), see GI Bill FAQs: [https://gibill.custhelp.va.gov/app/answers/detail/a\\_id/333/](https://gibill.custhelp.va.gov/app/answers/detail/a_id/333/).
  - b. For information on using the Post-9/11 GI Bill while on Active Duty, see GI Bill FAQs: [https://gibill.custhelp.va.gov/app/answers/detail/a\\_id/938/](https://gibill.custhelp.va.gov/app/answers/detail/a_id/938/).
4. **If you are receiving Chapter 30, 1606, or 1607 Benefits,** in addition to submitting this form, you must verify your attendance with the VA at the end of each month of the semester using WAVE: <https://www.gibill.va.gov/wave/index.do>. For more information on this requirement, see GI Bill FAQs: [https://gibill.custhelp.va.gov/app/answers/detail/a\\_id/7/](https://gibill.custhelp.va.gov/app/answers/detail/a_id/7/).
5. **For Veteran Readiness & Employment (Ch. 31) students,** your Ch. 31 Counselor will need to enter separate Purchase Orders (POs) into the Tungsten portal to have your tuition and mandatory fees (T&F) and books and supplies invoiced. There are two separate accounts in Tungsten for invoicing T&F and books/supplies. If your Counselor has questions about the POs and/or Tungsten accounts, please have them contact [invoicing4tuition@bowiestate.edu](mailto:invoicing4tuition@bowiestate.edu).
6. **First-time Post-9/11 GI Bill recipients** must attach their Certificate of Eligibility (COE). If you have not yet been issued a COE, submit it to the BSU Veterans Certification Office as soon as you receive it. The COE is issued by the VA to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility. For more information about COEs, see <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>.
7. **Chapter 33 Recipient Box:**
  - a. This is NOT referring to federal Title-IV student aid, such as Unsubsidized and Subsidized Federal Direct Loans, Federal Perkins Loans, Direct Federal Plus Loans, Federal Pell, ACG, SMART, or SEOG Grants, or federal work-study.
  - b. Applications for the MD National Guard State Tuition Waiver can be found at [VIII - 2.31 - Policy on Tuition Waivers for Members of the Maryland National Guard | Bowie State](#)Completed forms should be submitted to the Third-Party Billing office located in suite 1300 in the William E. Henery Administration Building or by email to [scombs@bowiestate.edu](mailto:scombs@bowiestate.edu).
  - c. HPSP is the Health Professions Scholarship Program.
  - d. This refers to employer money sent directly to your student account, not tuition reimbursements or other funds sent directly to you from the employer.
  - e. This refers to scholarships designated exclusively to offset tuition and fees. If the scholarship is intended to cover other (non-tuition and fees) costs as well, do not check this box. We may contact you to clarify what costs your scholarship covers.
8. A Post-9/11 GI Bill TEB dependent is someone who has received benefit eligibility from a spouse or parent. For more information, see <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>.
9. **Enter your VA file number if you are a first-time Chapter 35 recipient.** This number is generally the Social Security Number of the Veteran. If you do not know your VA file number, contact the VA at 1-888-GI BILL-1.
10. Note that VA Regulations exclude Post-9/11 GI Bill students studying at half-time or less from receiving MHA (Monthly Housing Allowance) payments. Also, MHA is reduced for students enrolled solely in distance (online) courses. For more information on the MHA regulations, see the VA's Comparison of Monetary Benefits Chart: [https://www.benefits.va.gov/GIBILL/comparison\\_chart.asp](https://www.benefits.va.gov/GIBILL/comparison_chart.asp).
11. Only courses that did not meet the minimum requirements for graduation when taken the first time may be certified for VA purposes if they are repeated. For more information, see GI Bill FAQs: [https://gibill.custhelp.va.gov/app/answers/detail/a\\_id/409/](https://gibill.custhelp.va.gov/app/answers/detail/a_id/409/).
12. **Graduate students** must submit a copy of their program of study before the end of their second enrolled semester.
13. BSU Non-Degree Admissions visit [Bowie State University - BSU Non-Degree Admissions](#) for information.
14. **Special VA Enrollment Certification Processing:** Students who are pursuing the BS in Technology (2+2 Program), Second Degree Candidates, or students who have enrolled at BSU to satisfy their FIRST teacher certification program (as secured from a State or County Office of Certification) should complete this form to request enrollment certification. In addition, you must submit a copy of your official program that has been signed by the appropriate academic official(s).
15. **Promptly report any changes in your enrollment, major, or address.** All students are responsible for the payment of their tuition and fees at the time of registration. Overpayment of tuition & fees will be refunded to you after the VA or TA submit payment on your behalf to the university.
16. List the courses you want to be certified for the semester (example: MISC 101-001, PSYC 101).
17. Submit a copy of your certificate of eligibility (COE) when you request this as a supporting document. [Residency Information \(Page 1 of 6\) \(office.com\)](#)

## BSU VA ENROLLMENT CERTIFICATION ADDITIONAL INFORMATION:

- **Students using benefits for the first time at BSU who have used benefits at another institution previously must submit VA form 22-1995 (Ch. 33) or 22-5495 (Ch. 35), Request for Change of Program or Place of Training, directly to the VA. For more information on this requirement and a link to this form, see [https://gibill.custhelp.va.gov/app/answers/detail/a\\_id/917/](https://gibill.custhelp.va.gov/app/answers/detail/a_id/917/).**
- Return signed, completed forms to the Bowie State Veterans Certification Office: Email: [militarybenefits@bowiestate.edu](mailto:militarybenefits@bowiestate.edu)
- **Changes to enrollment after this point may affect receipt of VA Education Benefits. Contact the BSU Veterans Benefits Certification Office by email at [militarybenefits@bowiestate.edu](mailto:militarybenefits@bowiestate.edu).**