REQUEST FOR CERTIFICATION FORM
MUST BE FILLED OUT FOR EACH SEMESTER

CHAPTER 35

1. Submit Certificate of Eligibility (COE)
2. Previous College transcripts
3. Payment must be taken care of prior to certification. If you are eligible to use Hazlewood, go to http://www.collegeforalltexans.com/apps/financialaid/tofa2.cfm?ID=579 for more info.
4. Show proof of Payment Arrangements
5. When registering for classes, ensure ALL CLASSES are on your degree plan.
   *****In order to avoid delay in processing, please be sure to follow your stated degree plan and make sure VA Advisor has the veteran's SSN.*****
6. Complete and submit a Request for VA Enrollment Certification Form at the Veteran's center for each semester.

EACH SEMESTER

1. Ensure you are following your stated degree plan on file with the VA or classes will not be covered.
2. Make sure you have a set schedule prior to visiting the Veterans Center.
3. Fill out the Request for Certification while waiting to be seen.

AVOIDING PAYMENT DELAY

1. Certify classes as soon as possible. Certification takes 6 – 8 weeks to process. Certifications are done in the order they are received, no exceptions. Waiting till the final payment deadline to visit the VA Advisors is not recommended.
2. Do not make changes to your schedule without informing your VA Advisor. This can cause a balance resulting in your classes being dropped.
3. Bring in all required documents at once. The Advisors will not create a file unless all documents are on hand.