

VA Certification/Adjustment Instructions

Veterans Services Office

How to Locate the Form

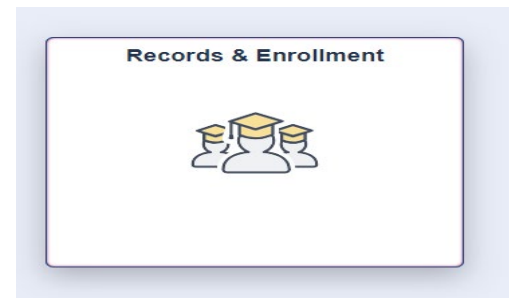
Log into myUHD

Select the myUHD Self Service icon



myUH Self Service

Select Records & Enrollment Tile



The VA Certification/Adjustments tab is located on the left side of the screen.

Click the drop down arrow to see the forms available for submission.



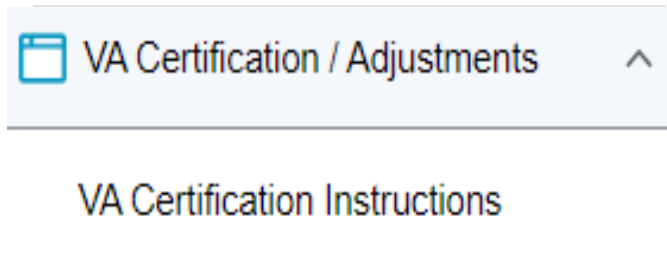
VA Certification eForm Links

Click the links for more information on each form.

- [VA Certification Instructions](#)
- [Add a Veteran Certification Form](#)
- [Update a Veteran Certification Form](#)
- [View a Veteran Certification Form](#)
- [VA Adjustment Form](#)
- [View VA Adjustment Form](#)

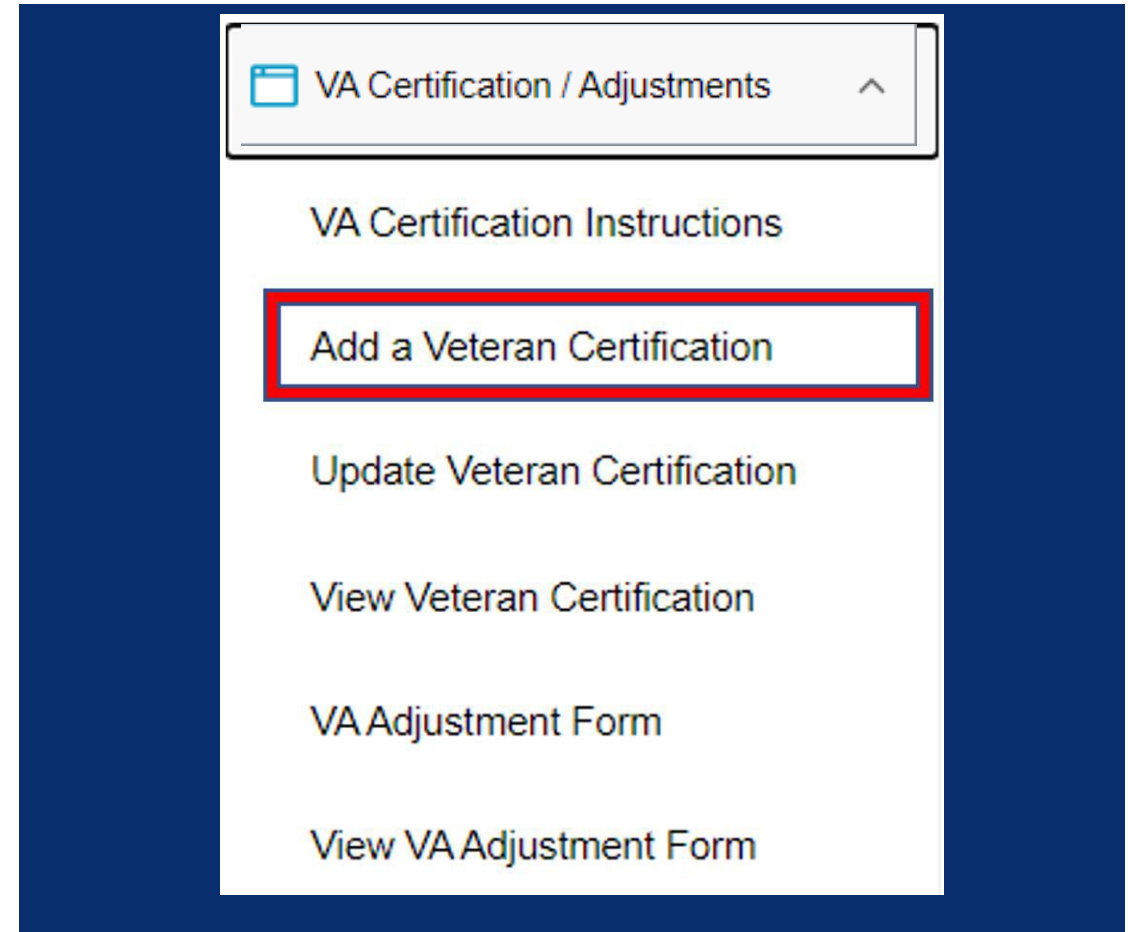
VA Certification Instructions

Click VA Certification/Adjustment to view instructions and read frequently asked questions regarding submitting your VA Certification/Adjustment.



Add a Veteran Certification Form

In the dropdown menu, select 'Add a Veteran Certification' to begin submitting your enrollment information for the term.



Add a Veteran Certification Form (cont.)

- Your student ID, name, contact information, and date of birth will pre-populate on the certification page.
- Certain VA benefit chapters will request additional information. Click the links below to see an example of the VA Certification Form for your chapter.
 - [Chapter 30,33,1606,1607](#)
 - [Chapter 31](#)
 - [Chapter 35](#)

Add a Veteran Certification Form- Ch. 30,33,1606,1607

Student Home
Student Records Collection

Phone

Academic Career

*Term (Must be enrolled):

Branch of Service

*VA Chapter

Major MBAL MBA with Leadership Conc

*First time using benefits at UHD?

*Number of hours to be certified for this term:


*Is this your final semester before graduation?

Academic Plan Type MAJ

This is an example of the information that will be requested for Chapter 30, 33, 1606, and 1607 benefits. 'Student info' will include the student's ID and name. The student will need to indicate the 'Academic Career' (undergrad or grad) as well as the term that the student will be requesting benefits for. The student will be prompted to indicate the 'Intended Major' if they are currently in a pre-plan. Students will also be asked to indicate if this is their first term using benefits, number of hours to be certified, and confirm final graduation term for the semester.

Add a Veteran Certification Form- Ch. 31

Student Home
Student Records Collection

 Update : VA Certification

Student Info

Date of Birth

Phone

Academic Career

*Term (Must be enrolled):

Branch of Service

*VA Chapter

*VA Counselor's Email

*VA Authorization No.

Major

*First time using benefits at UHD?

*Number of hours to be certified for this term:

*Is this your final semester before graduation?

Academic Plan Type

This is an example of the information that will be requested for Chapter 31 benefits. 'Student info' will include the student's ID and name. The student will need to indicate the 'Academic Career' (undergrad or grad) as well as the term that the student will be requesting benefits for. The student will be prompted to indicate the 'Intended Major' if they are currently in a pre-plan. Students will also be asked to indicate if this is their first term using benefits, number of hours to be certified, and confirm final graduation term for the semester.

***Ch. 31 will request the student's VA counselor's email and the VA authorization number.**

Add a Veteran Certification Form- Ch. 35

Student Home
Student Records Collection

Update : VA Certification

Student Info

Date of Birth

Phone

Academic Career

*Term (Must be enrolled):

Branch of Service

*VA Chapter

***Veteran's SSN**

Major

*First time using benefits at UHD?

*Number of hours to be certified for this term:

*Is this your final semester before graduation?

Academic Plan Type

This is an example of the information that will be requested for Chapter 35 benefits. 'Student info' will include the student's ID and name. The student will need to indicate the 'Academic Career' (undergrad or grad) as well as the term that the student will be requesting benefits for. The student will be prompted to indicate the 'Intended Major' if they are currently in a pre-plan. Students will also be asked to indicate if this is their first term using benefits, number of hours to be certified, and confirm final graduation term for the semester.

***Ch. 35 will request the full SSN of the veteran whose benefits the student is using.**

Add a Veteran Certification Form (cont.)

The next sections on the 'Add a Veteran Certification Form' includes:

- **Student Term Enrollment**- Review your classes for the term
- **File Attachments**- Upload a Certificate of Eligibility (COE), test scores, and/or other necessary documents in this section.
 - Click **Upload** under **File Attachments**
 - Select **Choose From My Device**
 - After selecting the desired file, click **Upload then Done**
 - You can choose a **Description** to name the file
 - Click **Add** to include another document
- **Form Action Items “Acknowledgements”** – Read and agree to the Acknowledgements before submitting the certification form.
- **Comments**- Add any necessary comments regarding the certification.

Add a Veteran Certification Form (cont.)

 Add a request : Results

Form ID 104538 (Pending)

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	10/30/2023 9:05:13AM	Initiated			Submit	

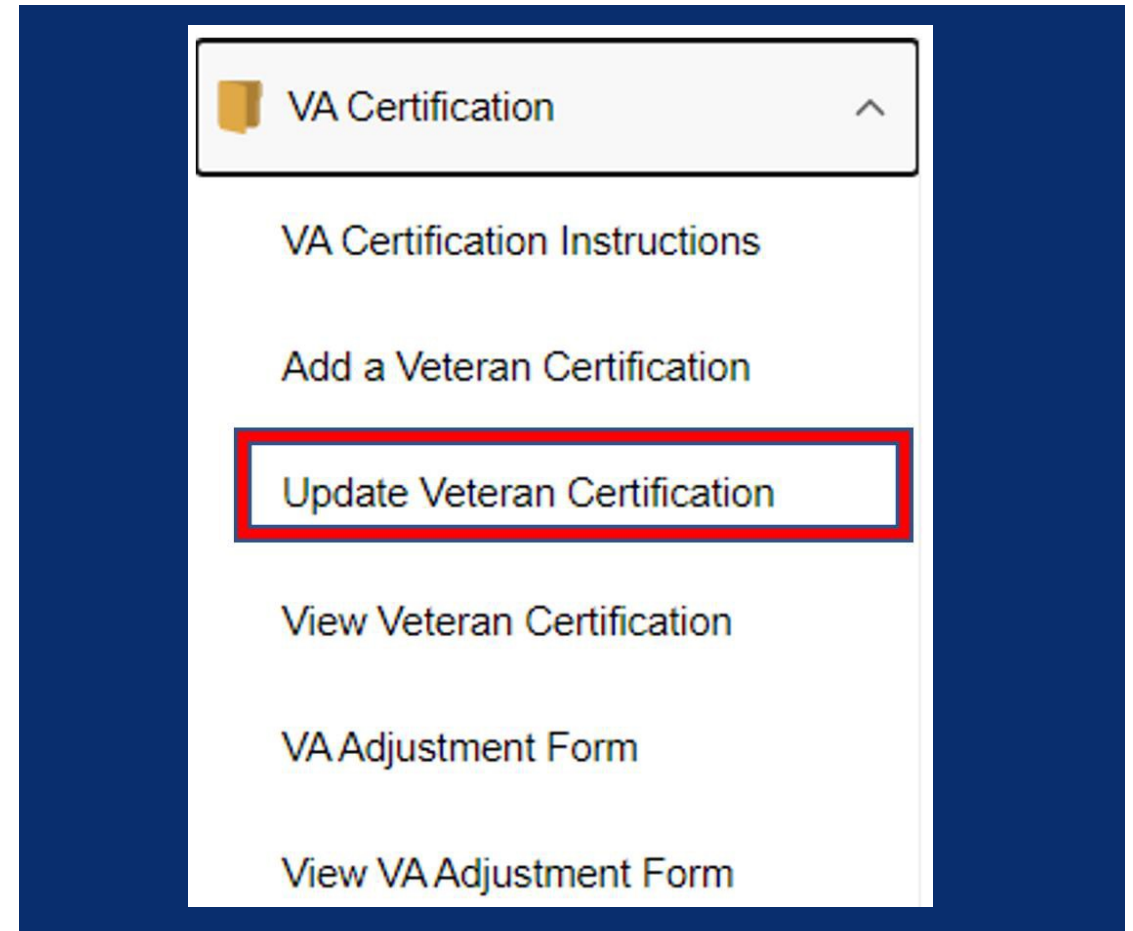
Once the form is successfully submitted, you will receive a confirmation with the status marked as 'Request'. The Certifying Officials will review and submit your enrollment certification to the VA.

Update a Veteran Certification

You can update your submission while it is still in the 'Pending' phase or if it's recycled back by the UHD VA official with indication of missing information.

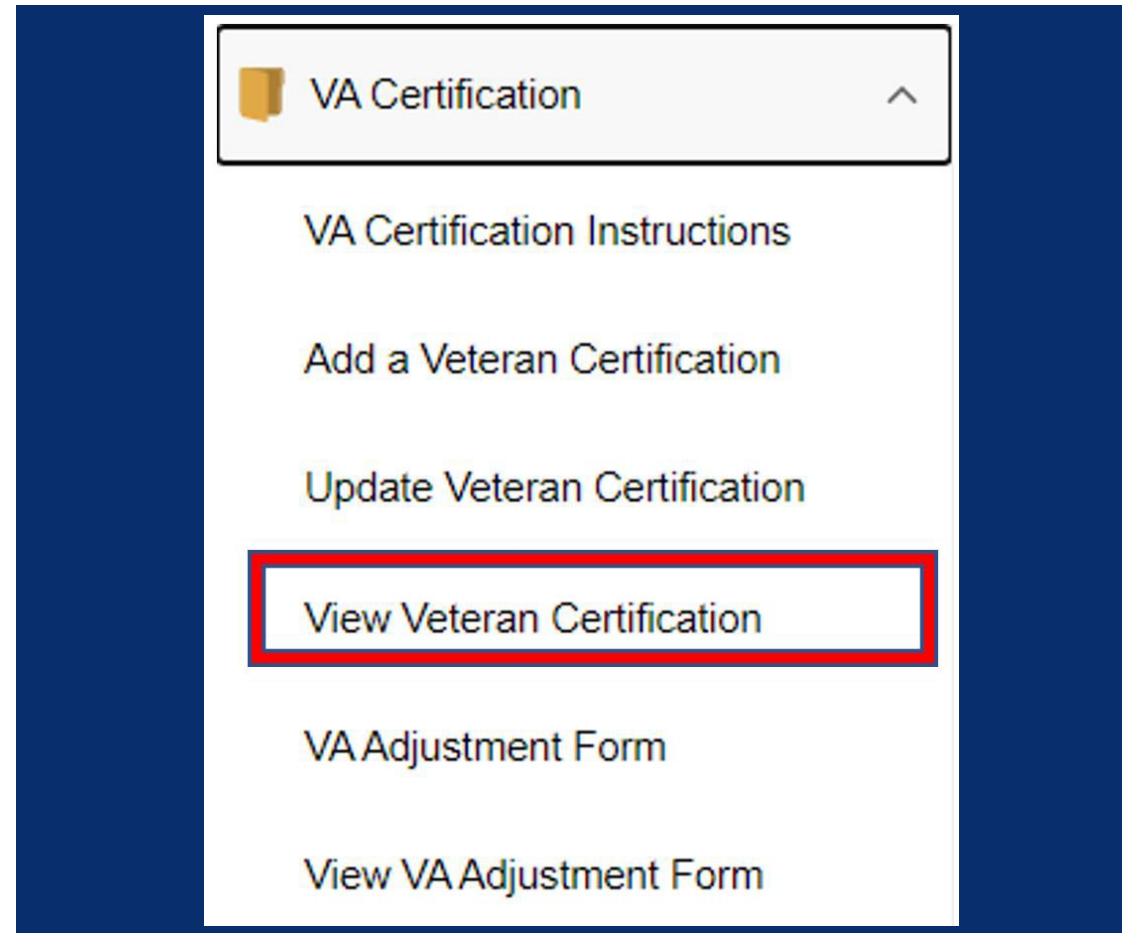
This form is similar to the Add a Veteran Certification form. Here you can update previously submitted information and upload any necessary documentation before it is approved.

Please note: Changes cannot be made to the form after it is approved/denied. You will need to submit a [VA Adjustment Form](#) to update information.



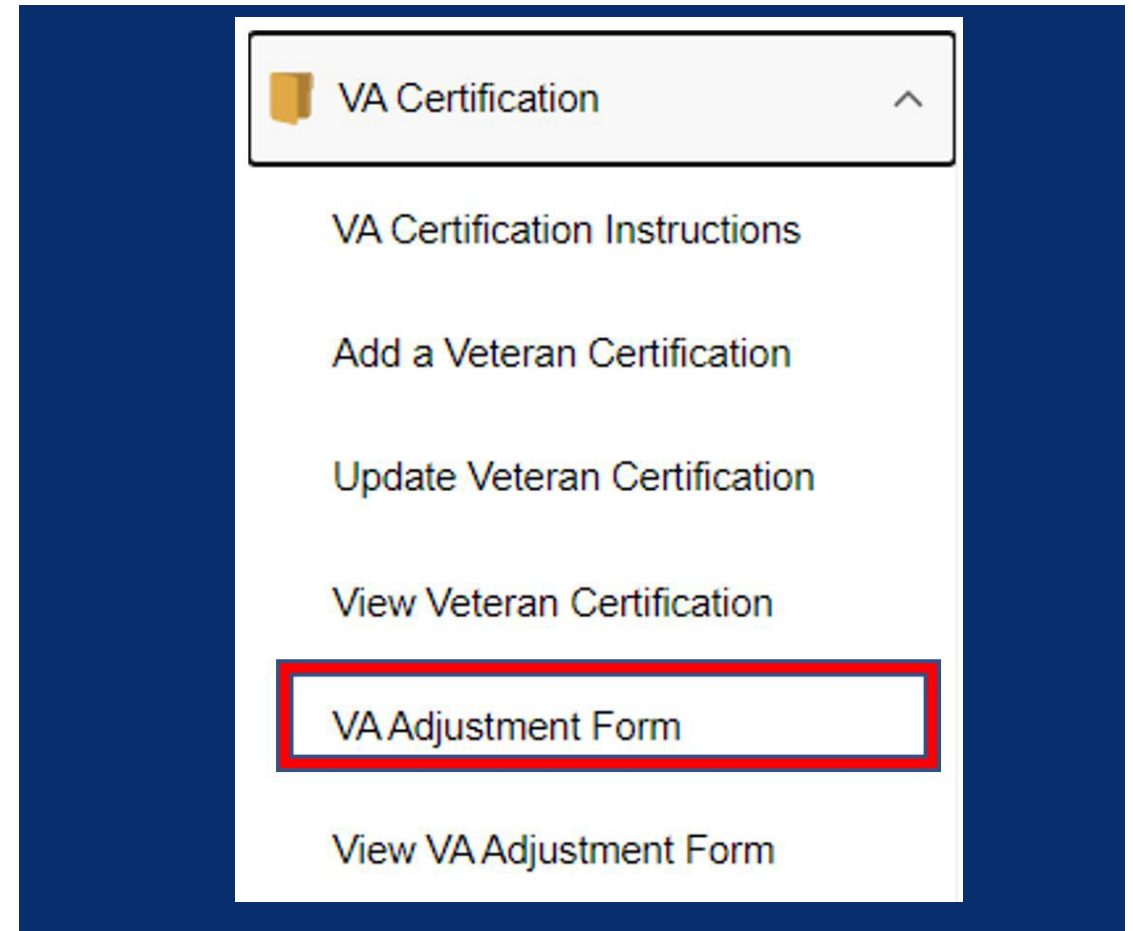
View a Veteran Certification

You can view the status of your VA certification here. If the form is still marked as 'Pending', it is currently under review. When the form is approved, you will be able to view your Enrollment ID and any comments added by the approver. Your Enrollment ID can be used to contact the VA for an update on your enrollment certification.



VA Adjustment Form

In the dropdown menu, select 'VA Adjustment Form' to update your enrollment information for the term (add or drop). This will assist the Certifying Officials with updating your enrollment certification for the VA.



VA Adjustment Form

+ Veteran Certification Adjustment Form : Initiate

Form ID 104539 (NEW)

Student Info

*Academic Career

*Term

Student Term Enrollment

Class Nbr	Subject Area	Catalog Nbr	Academic Program	Session	Class Section	Grading Basis	Units Taken
1	0						0.00 <input type="button" value="+"/> <input type="button" value="-"/>

Reason

Note: If you drop all courses, you are required to submit an Official Term Withdrawal in your myUH self-service account by the last day to drop a course. See Academic Calendar.

Reason for drop/withdrawal:

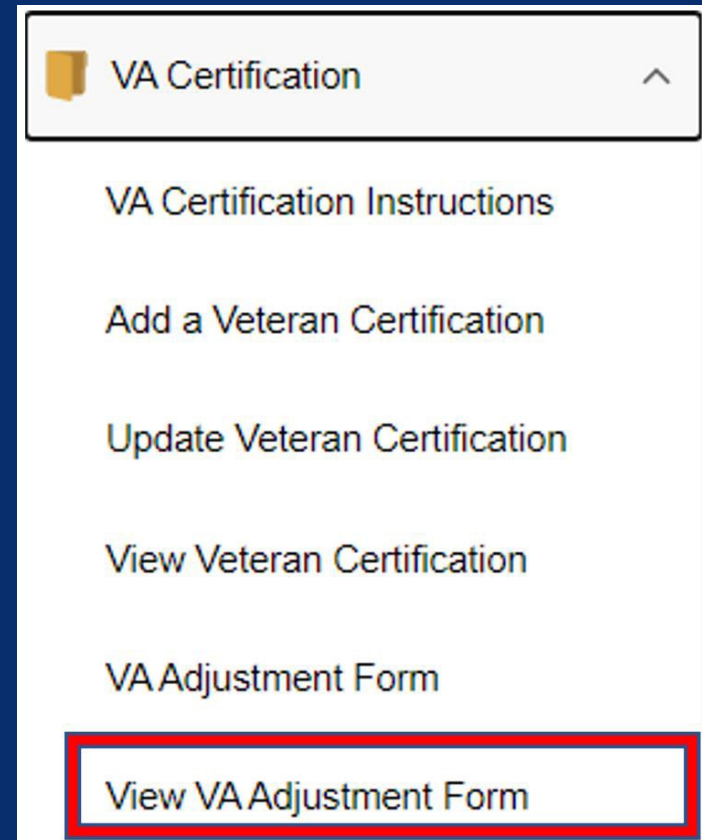
Comments

Submit

The student's name and ID will automatically pre-populate. Please select the 'academic career' and term that you would like to update. Under 'Student Term Enrollment', select the class(es) that need to be updated. Please also include a reason for the add, drop, or withdrawal in the 'Reason' box before submitting the update.

View VA Adjustment Form

You can view the status of your VA Adjustment Form here. If the form is still marked as 'Pending', it is currently under review. When the form is approved, you will be able to view your new Enrollment ID and any comments added by the approver. Your Enrollment ID can be used to contact the VA for an update on your enrollment certification.



Questions?

Please contact the Veterans Services Office

Phone: 713-221-8622, Email: veteransservices@uhd.edu