Veteran Request for Semester Certification

Submit to:
Office of the Registrar - Veterans Services
2701 Boren Blvd. ▪ Seminole, OK 74868
405.382.9230 ▪ 405.382.9524 (Fax)
admissions@sscok.edu ▪ www.sscok.edu

The Veterans Administration requires SSC to certify and report all courses for students receiving VA Educational Benefits. Students must complete the Certification form each semester of enrollment and turn in to the Seminole State College Veteran Services office.

Last Name _____ First Name _____ Last 4 of SSN # _____

Major _____ Student ID # _____

Address _____ City _____ State _____ Zip _____

Email* _____ *the official method of communication from SSC is the student's SSC student email address. By providing a different email address, you give the Veterans Office permission to contact you via the email provided.* Phone Number _____

Which VA benefit are you using?

- ☐ 30 – Montgomery GI Bill®
- ☐ 33 – Post-9/11 GI Bill®
- ☐ 1606 – Montgomery GI Bill® (Selected Reserve)
- ☐ 31 – VA/Voc Rehab Caseworker: _____
- ☐ 35 – Dependent's Education Assistance
  VA File Number (required if Ch. 35) _____

Semester for certification *(select one)*: ☐ **Fall** / ☐ **Spring** / ☐ **Summer** **Year: 20**_____

List the courses you wish to certify:

Subject	Number	Credit Hours	Course Title
ENGL	***1113***	***3***	***English Comp I (This is for EXAMPLE purposes only)***

Important Information for all benefits:

- **It is your responsibility to report any changes in your schedule and/or major to the Veterans Services Office**. Changes not reported could cause an overpayment of benefits that you will be responsible for returning to the VA later (including BAH overpayments due to a reduction in total hours).
- I understand that the Veterans Coordinator **will not certify classes that are not on my degree plan** and I will be responsible for the payment of these courses.
- The VA will process your certification in approximately 2-4 weeks. The VA generally pays on the last day of each month.
- For Post-9/11, you will receive your BAH and book stipend in 2-4 weeks. SSC **sends tuition and fee information to the VA after the drop/add period ends**, so no payment will be reflected on your bursar account before then.
- Submit a copy of your **Certificate of Eligibility** at your earliest convenience. Failure to provide COE could result in delayed benefits
- If a student is denied benefits from the VA or DoD, **classes must be dropped before the end of the refund period**. Students will be responsible for any charges after the refund period.

I have read and understand all of the above, and all reported information is accurate.

Student Signature _____ **Date** _____