



## VA ENROLLMENT CERTIFICATION – Location Form

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### Instructions:

- 1) Fill out all indicated information below.
- 2) This form requires a signature from your advisor.
- 3) Submit your completed form through the UNT Registrar Secure Document Upload using the “Secure Upload Button” located at the bottom of this cover page.
- 4) Please note you may upload up to three (3) files through the Secure Document Upload.

Ready to submit your request? Securely upload the form and any attachments using the Secure Document Upload button. To access the Registrar's secure upload, you will sign in with your EUID and password.

To obtain your EUID, password or re-activate your UNT account, please go to <https://ams.untssystem.edu/>

No EUID? Securely upload your request form by creating a Next Gen account using the No EUID Secure Document Upload button. A working email and phone number are required to create a free Next Gen account.

If you have questions, please contact our office at 940-565-2111 (option #1) or visit Sage Hall, Suite 236, or schedule a virtual appointment at <https://registrar.unt.edu/>.

**UNT Veteran Certification Form for Location**

To be submitted as part of certification to Student Veteran Services.

Student Name: \_\_\_\_\_ UNT ID#: \_\_\_\_\_

The Department of Veterans Affairs (VA) requires schools to report where students are attending the majority of the term they are certified. The student should bring this form to their Academic Advisor/Intern Coordinator for further processing. Academic Advisor/Intern Coordinator actions required:

- Complete each section below
- Sign the document confirming information is correct
- Return form to Student Veteran Services - Benefits  
Registrar.Veterans@unt.edu  
Fax: 940-565-3441

This completed form must be submitted by the Academic Advisor/Intern Coordinator on behalf of the student as part of the certification process. The information provided on this form plays a vital role in determining the housing stipend rate from the VA. If you have any questions or need any additional information please feel free to contact Student Veteran Services - Benefits at 940-369-8021 or Registrar.Veterans@unt.edu.

**THE FOLLOWING IS TO BE COMPLETED BY AN ACADEMIC ADVISOR OR THE INTERN COORDINATOR.**

Advisor/Coordinator Name: \_\_\_\_\_ Department/Campus Office: \_\_\_\_\_

Title \_\_\_\_\_ E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student's Major/Minors: \_\_\_\_\_

Course Name: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

This student will be completing (circle one): internship / practicum / student teaching / study abroad.

**List the location the student will be attending below:**

Located in \_\_\_\_\_ (City, State) \_\_\_\_\_ (Zip Code)

Is this course mandatory? Yes No

This course is \_\_\_\_\_ credit hours.

This student will be working \_\_\_\_\_ hours per week toward course credit.

Advisor/Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_