



VA ENROLLMENT CERTIFICATION – Initial Certification at UNT

Instructions:

- 1) Fill out all indicated information below. Please note there are multiple sections. Each section must be completed.
 - UNT VA Enrollment Certification Form
 - Acknowledgment for Military Transcripts
 - Residency Questionnaire
 - Information Acknowledgment Packet
- 2) Submit your completed form through the UNT Registrar Secure Document Upload using the “Secure Upload Button” located at the bottom of this cover page.
- 3) 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.untsystem.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 VA ENROLLMENT CERTIFICATION FORM – SPRING 2022

To request certification, please complete and sign this document and return via:

In-person: SAGE 236

Electronically: Secure Document Upload

Fax: 940-565-3441

Post 9/11 GI Bill® recipients must also provide the most recent Certificate of Eligibility or Statement of Benefits from www.VA.gov. Please allow 30-45 days for processing to VA Regional Office.

STUDENT INFORMATION (PLEASE FILL OUT COMPLETELY TO AVOID DELAYS IN PROCESSING)			
NAME (LAST, FIRST, MIDDLE):	SSN (NEW STUDENTS ONLY):	UNT ID#:	VA FILE # (CHP 35 ONLY):
ADDRESS: [] ADDRESS CHANGE		UNT EMAIL ADDRESS:	
CITY, STATE, ZIP:		PRIMARY PHONE #:	ALT PHONE #:
DEGREE LEVEL & MAJOR (EX: BA HISTORY):	DID YOU CHANGE YOUR MAJOR/DEGREE PLAN SINCE LAST CERTIFICATION? [] Yes [] No IF YES, COMPLETE FORM 22-1995 OR 22-5495		ARE YOU GOING TO GRADUATE THIS SEMESTER? [] Yes [] No
MINOR OR SECOND MAJOR (CIRCLE WHICH)			
WHICH CHAPTER OF VA EDUCATION BENEFITS ARE YOU RECEIVING? [] 30 (MGIB) [] 31 (VOC REHAB) [] 35 (DEA) [] 33 (POST-9/11) _____% [] 1606 (RESERVE) [] 33 TRANSFER OF ENTITLEMENT (POST-9/11) _____%			
STUDENT STATUS [] Recertification (previously certified with UNT) [] Incoming Student (first time using VA educational benefits) [] Transfer Student from _____ TRANSFER STUDENTS: COMPLETE FORM 22-1995 OR 22-5495			
ENROLLMENT INFORMATION			
SEMESTER/SESSION	In-Person/Hybrid (Hours Enrolled)	Online (Hours Enrolled)	Repeat Courses/Additional Remarks:
Spring REG Session			
3W Winter session*			
8W1 Session*			
8W2 Session*			
<i>*NOTE: Winter session classes do NOT count toward your full-time status for the Spring 2022 Regular, 8W1, and 8W2 sessions. The Winter session does not overlap with the other sessions and are considered separate for VA purposes. 8W1 and 8W2 only count toward full-time enrollment status during the dates in which the classes are in session.</i>			
ARE YOU PARTICIPATING IN ANY OF THE FOLLOWING PROGRAMS? [] STUDY ABROAD [] INTERNSHIP [] STUDENT TEACHING [] NONE [] EXTERNSHIP [] PRACTICUM [] CO-OP If yes, please complete UNT Veteran Certification Form for Location.			
ACKNOWLEDGEMENT			
By signing and submitting this form, I acknowledge and understand the following: ◆ Post-9/11 (Chapter 33) recipients must also submit the most recent copy of an Award Letter, Certificate of Eligibility, or Statement of Benefits. Failure to submit one may result in processing delay. ◆ I must complete the UNT Veteran Enrollment Certification form every semester to use my benefits. The form must be completed after I enroll in classes. ◆ I understand enrollment will ONLY be certified for courses required on my degree plan. I will NOT receive VA Educational benefits for repeat courses unless the first attempt resulted in a failing grade or withdrawal. ◆ I understand VA will hold me responsible for an overpayment of my educational benefits resulting from dropping courses, non-attendance, withdrawing from UNT, etc. I understand that if I am a Chapter 33 recipient in this situation, I may owe UNT tuition and fees. ◆ I am responsible for checking www.my.unt.edu for remaining account balances for tuition and fees that are not covered by my VA Educational benefits. I am responsible for paying any remaining balances on my account or risk being dropped from my classes or unable to register for future semesters. ◆ I understand benefit payments are always paid one month in arrears. Initial payment of benefits may be delayed at the VA Regional Processing Office due to workload. ◆ I authorize the release of all academic records and information by UNT to the Veterans Administration. ◆ I am enrolled in courses for each semester/session listed above and the information is true and correct. ◆ I must inform UNT Student Veteran Services office of ALL changes to my schedule.			
_____ Signature of UNT Veteran/Dependent Student		_____ Date	
UNT SVS Office Use Only: U _____ G _____ CPT _____ Chapter _____ AL/COE _____ DD214 _____ TX Res _____ Group (Date/Int.) _____			



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MILITARY TRANSCRIPT ACKNOWLEDGEMENT

Instructions: Initial the box below that pertains to you. Sign the form at the bottom of the page in the space provided.

_____ I am a veteran who is utilizing VA Educational Benefits and....

- 1) I acknowledge that in order to have my military experience and training evaluated for possible prior credit toward my degree at the University of North Texas, I must obtain my military transcripts and meet with my academic advisor to discuss possible credit that may be granted.
- 2) I acknowledge that obtaining military transcripts and meeting with my academic advisor **does not provide a guarantee** that credit will be granted.
- 3) I acknowledge failure to obtain my military transcripts and meet with my academic advisor will result in no possible credit being granted for military experience or training.

_____ I am a dependent of a veteran, and I am utilizing either Chapter 35 or Chapter 33 (Transfer of Entitlement, TOE).

A Joint Services Transcript (JST) may be obtained electronically through <https://jst.doded.mil/jst/>.

A Community College of the Air Force (CCAF) transcripts may be obtained through <https://www.airuniversity.af.edu/Barnes/CCAF/>.

If you have questions on obtaining your transcripts, please contact our office at 940-565-2111 (option #1) or visit Sage Hall, Suite 236.

Signature: _____ Date: _____



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RESIDENCY QUESTIONNAIRE

Instructions: Check one of the following that best describes your circumstance. Initial next to the acknowledgement statements. Sign the form at the bottom of the page in the space provided.

_____ I am a Texas Resident.

_____ I am not currently a Texas Resident, but I will sign a Letter of Intent to establish residency.

_____ I am not currently a Texas Resident. However, I was honorable discharged from the military within the last three (3) years after serving at least 90 days of Active Duty Service.

_____ I am not currently a Texas Resident. However, my parent or spouse was honorable discharged from the military within the last three (3) years after serving at least 90 days of Active Duty Service. My parent or spouse has transferred their GI Bill® Educational Benefits to me.

I have attended the following colleges and understand that I must submit copies of official transcripts to the University of North Texas.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

State law and UNT policy, with limited expectations, allows you to be informed about information the university collects about you, to review and obtain the information on this form and correct any information you believe is incorrect.

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 <https://www.benefits.va.gov/gibill>.

Signature: _____ Date: _____



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INFORMATION ACKNOWLEDGEMENT PACKET

Instructions: Review the acknowledgement statements. Initial in the space provided next to each statement. Sign the form at the bottom of the page in the space provided.

_____ I acknowledge the receipt of the VA Certification Information Packet. The packet is available upon request as well as online at <https://registrar.unt.edu/veterans/forms/>.

_____ I acknowledge that it is my responsibility to read and comprehend the information so that I understand the implications of my enrollment at the University of North Texas on my VA Educational Benefits.

_____ I acknowledge that I must complete the UNT VA Enrollment Certification Form **each semester** I choose to utilize my VA Educational Benefits. I understand it must be submitted to the UNT VA School Certifying Officials to be processed.

_____ I understand that I must submit my Certificate of Eligibility (COE) and DD-214 before I can have my classes certified at the University of North Texas. I understand I must submit an updated copy of my award letter or an updated Statement of Benefits from eBenefits each semester.

_____ I understand I have two semesters to turn in an official degree plan to a UNT VA Certifying Official.

_____ I understand the degree plan requirements and that only courses that are required for graduation will be certified for VA Educational Benefits.

_____ I understand that it will take approximately eight (8) to ten (10) weeks from the first day of class for my first educational assistance check to be received. I understand if my application is not complete or if all documents are not submitted with my application that my educational assistance may be further delayed.

Signature: _____ Date: _____