UNIV | MILITARY & VETERAN SERVICES CENTER

Enter a new Certification Request

| Step | Action |
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| 1. | og in to your <u>MyUNLV</u> account. <mark>It is recommended that you use Google Chrome to complete this process.</mark> Additionally, we don't recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal. |
| | Instructions |
| | Service Details |
| | Verr D D Semester Profile |
| | Supplemental Documents |
| | Sign In Choose Classes for Cert Enable Create Name Choose Classes for Cert |
| | Course Catalog Class Search Acknowledgements and Submit |
| | Reminders: • Read all instructions provided throughout this Certification Request process carefully. • Verify that your current mailing address is reflected correctly in MyUNLV. • Click the Personal Information tile on your Rebel Student Homepage. • Click the Addresses page in the left side navigation to view and update your address as needed. <u>Complete any MAILING address changes prior to submitting your Certification Request.</u> • Click the Student Center - Classic tile on your Rebel Student Homepage. • Verify that your SSN is reflected correctly in MyUNLV. • Click the Student Center - Classic tile on your Rebel Student Homepage. |

| | • Click the <i>Demographic Data</i> link found under the <i>Personal Information</i> section. |
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| | ▼ Personal Information |
| | Demographic Data |
| | Verify that your SSN is listed correctly in the National ID field. |
| | National Identification Number |
| | Country National ID Type National ID |
| | United States SSN XXX-XX-XXXX |
| | <u>Note</u>: If your SSN is incorrect you will be required to submit a <i>Request to Change Personal</i> <i>Identification Data Form</i> to the Registrar (<u>https://www.unlv.edu/registrar/forms</u>) along with any other required documentation. In addition, please also alert the MVSC of the SSN issue. Contact the MVSC office if you have any questions. Phase: 702.805.2200 |
| | Email: <u>veterans@unlv.edu</u> Location: SSC-A, Room 311 |
| | Note for mobile users: If using a smart phone or tablet you will need to click on the blue button to expand the left side navigation portion of this process. This will be required if you want to toggle between pages. |
| 2. | Search for the VA Education Benefits Page. Process Notes: Click the Resources tile on your Rebel Student Homenage |
| | Resources |
| | Click the VA Educations Benefits option found in the left side navigation. |
| | UA Education Benefits |
| 3. | Select Term and VA Benefit chapter. |
| | Process Notes: Read all page disclaimers found at the top of each page carefully before proceeding to the next step of the Certification Request process. This will aid with accuracy and help you avoid processing delays. |
| | Click the <i>New Term</i> button. |
| | New Term |

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| | 2208 | | 2020 Fall | |
| Click the magnifying g VA Chapter you fall | lass in the VA Cl under in the list | <i>apter</i> field t of available | o pull up the list of VA benefit c e options. | hapters. <u>S</u> |
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| | - CH_30 | Chapter 3 | 0: Montgomery GI Bill - Active Duty (MGIB-AD) | |
| | CH_31 | Chapter 3 | 1: Vocational Rehabilitation & Employment (VR&E) | |
| | CH_33 | _DEP Chapter 3 | 3: Post-9/11 GI Bill (Dependent) | |
| | CH_33 | VET Chapter 3 | 3: Post-9/11 GI Bill (Veteran) | |
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| Proces | s Notes: | | | | |
| • | Read through the chap | ter specific Instructio | ons. Click the Next b | utton when finished. | |
| | 2020 Summer Chanter 11: Part Alff GL Bill (Meteon) | tions | <u></u> | | |
| | Thank you for your service and welcome to UNLV1 To help prepare yourself for smooth successful benefit usage, please ensure you | complete each step listed to the left | | | |
| | Io help prepare yoursell for smooth, successful benefit usage, please ensure you If you have not already, please apply for your VA education benefits. Be sure to pri | implete each step listed to the left. | | | |
| | If you have used benefits at another institution, please ensure you have completed • Please <u>upload</u> a copy of your DD-214 (Member 4 copy) under the "Suppl | VA form 22-1995. emental Documents" tab. | | | |
| | VA requires you to submit your military transcript to UNLV Admissions for be found: | redit evaluation. This is to be done no later than the start of your third sem | ester; instructions for obtaining your transcript can | | |
| | ArmylNaryMarine Corps/Coast Guard - JST Website (Cick 'Advan Air Force - Air University Website • You must log in and complete your certification request through you | ed'then 'Proceed to jst doded.mil') ur MvUNLV account each semester for which you desire to use your V | education benefits. | | |
| | Your Academic Advisor (Undergraduate) / Program Coordinator (Graduate) | will verify that all enrolled courses are required for graduation. Non-applic | able courses will <u>not</u> be certified to VA. | | |
| | Housing stipend will be paid out to you passed on your ritaring time as calculated by the full semester while graduate students must be enrolled in at least 9 applicable our website for Summer enrollment details. | VA. In short, to be considered tui-time, undergraduate students must be e- redits which span the full semester (Graduate Assistants are considered full). | inclued in at east 12 approable credits which span il-time at 6 applicable credits). Please reference | | |
| | Book stipend will be paid directly to you based on certified credit hours, up to 24 to Those less than 100% eligible can multiply \$41.67 by their percentage to find their days before term start if benefits are certified and processed early. | al credits in a given academic year (8/1/xx-7/31/xx). The amount paid per c per credit' book stipend rate. Stipends are released to students at the same | redit is \$41.67 for those with 100% eligibility. time tuition is released to the university, up to 10 | | |
| | A chart for both book and housing stipends can be found here. | | | | |
| | Any and all questions may be directed to our office via: | | | | |
| 1 | Phone: 702.895.2290 | | | | |
| | Phone: 702.895.2290 Email: veterans@juniv.edu Walk-in: SSC-A, Room 311 | | | | |
| Comm | Piner: 102.865.200 Pinat: weiening@uvi volu Waher: SSCA Room 311 Net | | | | |
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| 6. | Comple | ete the Semester Profile section. | |
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| | Process | Notes: Read each question and select whether it applies to you in Yes or No Vo Ves Click the <i>Save & Next</i> button once all the questions have be | the <i>Yes or No</i> dropdown. een answered. <u>Please note each question</u> |
| | | requires an answer. | Yes of No |
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| | | r an a new venerit user at Units. I have changed my major or added an additional major(s). | No V |
| | | I am currently on active duty. | No 💙 |
| | | I am using Department of Defense (DoD) Tuition Assistance for this semester. | No v |
| | | I am using the Nevada National Guard waiver this semester. | No 🛩 |
| | | I will be using NSHE/UNLV Grant-In-Aid this semester. | No 🛩 |
| | | I am a Graduate Assistant and understand any tuition waiver applied to this semester will be deducted from tuition and fees certified to VA under Post-0/11 benefits. | No 🛩 |
| | | I am planning to study abroad this semester. Note: fryou are planning to study abroad at any point during your program, please START EARLY and contact one of our School Certifying Officials directly to understand how your benefits interact with this opportunity! | No v |
| | | Save & Next | |
| 7. | Attach | Supplemental Documents. | |
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| | Save al | I documents to be uploaded using the naming conventi | on listed below. |
| | | NSHE_LastName_(short doc description) Example: 1234567890_Smith_COE | |
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| | 51594 TCA-201-1001 | Hosp Career Develop | Enrolled | Yes | | No | | GRD |
| | 51911 PSC-101-1001 | Intro Amer Politics | Enrolled | Yes | | No | | GRD |
| | 52870 PHIL-102-1010 | Crit Thinking & Reasoning | Enrolled | Yes | | No | | GRD |
| | 52824 PBH-205-1001 | Intro to Public Health | Enrolled | Yes | | No | | GRD |
| | 52981 COM-101-1011 | Oral Communication | Enrolled | Yes | | NO | | GRD |
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| 10. | IMPORTANT REMINDERS |
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| | A Certification Request will need to be completed for each semester you wish to use your benefit. |
| | Only degree applicable classes can be certified to the VA. |
| | • VA requires valid proof of need for preparatory classes taken prior to the Fall 2021 semester such as MATH95/MATH95CX, MATH96/MATH96CX, ENG101E, and CHEM103. Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests. |
| | VA requires valid proof of need for corequisite classes taken starting with the Fall 2021 semester and on such as MATH classes 120E+20B, 124E+24B, 126E+26B, and the ENGLISH plus lab classes ENG101+101L+105L. Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests. |
| | • VA only approves the minimum requirements needed for graduation. Minors are not approved. |
| | Honors classes can only be certified if they directly replace a degree requirement for the actual major. |
| | If you add a class, get in a waitlisted class, add another major, and/or change your major you will need to update your Certification Request to include the newly enrolled class(es) or added major(s). Please reference the Certification Request – Add Class(es) and Update Major(s) instruction set for details. |
| | To check the Status of your Certification Request, log in to your MyUNLV portal. Please reference the Certification Request – Status Check instruction set for details. |
| | To make changes to a Certification Request, other than adding classes and/or updating a major, please reference the Certification Request – Update Entry instruction set for details. |
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