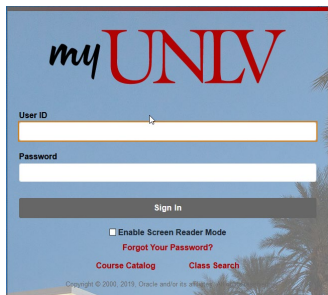


UNLV | MILITARY & VETERAN SERVICES CENTER

Check the Status of a Certification Request

Step	Action																												
1.	<p>Review the <i>Status Table</i>.</p> <p>Process Notes:</p> <ul style="list-style-type: none"> Familiarize yourself with the <i>Status Table</i> below. Certification Requests generally should flow through the <i>Statuses</i> below in order through <i>CERTIFIED</i> unless changes are made. <table border="1" data-bbox="326 632 1377 1661"> <thead> <tr> <th colspan="2">Certification Request - Status Table</th> </tr> <tr> <th>Status</th> <th>Student Status Description</th> </tr> </thead> <tbody> <tr> <td>DRAFT</td> <td>Your certification request is in Draft status. No further action will occur until you have submitted the certification request.</td> </tr> <tr> <td>INITIATED</td> <td>Your certification request has been initiated and is in a queue waiting to be routed to your advising center/graduate coordinator for course applicability approval.</td> </tr> <tr> <td>ROUTED</td> <td>Your certification request has been routed to your advising center/graduate coordinator for course applicability approval. NO CHANGES CAN BE MADE TO THIS REQUEST WHILE IN 'ROUTED' STATUS.</td> </tr> <tr> <td>VERIFY</td> <td>Your certification request has been reviewed by the advising center/graduate coordinator and is in a queue for verification by the MVSC before submission to VA.</td> </tr> <tr> <td>READY</td> <td>Your certification request has been verified and is in a queue awaiting SCO transmission to the VA.</td> </tr> <tr> <td>CERTIFIED</td> <td>Your certification request has been submitted to the VA for processing.</td> </tr> <tr> <td>UPDATED</td> <td>You have updated your certification request. Any changes made to your request after original submission will be reviewed accordingly by the MVSC.</td> </tr> <tr> <td>ADJUSTED_AMENDED</td> <td>Your certification request to the VA has been adjusted or amended.</td> </tr> <tr> <td>TERMINATED</td> <td>Your certification request to the VA has been terminated.</td> </tr> <tr> <td>PENDING_ADVISOR</td> <td>Your certification request is pending. We are waiting for additional information from your advisor/graduate coordinator.</td> </tr> <tr> <td>PENDING_STUDENT</td> <td>Your certification request is pending. We are waiting for additional information from you.</td> </tr> <tr> <td>CANCELED</td> <td>Your certification request has been canceled.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> If you add a class(es) to your Certification Request you will be routed back to the INITIATED status and the certification process will start over. If you make changes, other than adding classes, to your Certification Request you will be routed to the UPDATED status and the changes will be reviewed accordingly. Clarifications needed in regard to questions or issues with a Certification Request may result in an ad hoc status of PENDING_ADVISOR (which requires additional information from the advisor in order to proceed) or PENDING_STUDENT (which requires additional information from you, the student, in order to proceed). 	Certification Request - Status Table		Status	Student Status Description	DRAFT	Your certification request is in Draft status. No further action will occur until you have submitted the certification request.	INITIATED	Your certification request has been initiated and is in a queue waiting to be routed to your advising center/graduate coordinator for course applicability approval.	ROUTED	Your certification request has been routed to your advising center/graduate coordinator for course applicability approval. NO CHANGES CAN BE MADE TO THIS REQUEST WHILE IN 'ROUTED' STATUS.	VERIFY	Your certification request has been reviewed by the advising center/graduate coordinator and is in a queue for verification by the MVSC before submission to VA.	READY	Your certification request has been verified and is in a queue awaiting SCO transmission to the VA.	CERTIFIED	Your certification request has been submitted to the VA for processing.	UPDATED	You have updated your certification request. Any changes made to your request after original submission will be reviewed accordingly by the MVSC.	ADJUSTED_AMENDED	Your certification request to the VA has been adjusted or amended.	TERMINATED	Your certification request to the VA has been terminated.	PENDING_ADVISOR	Your certification request is pending. We are waiting for additional information from your advisor/graduate coordinator.	PENDING_STUDENT	Your certification request is pending. We are waiting for additional information from you.	CANCELED	Your certification request has been canceled.
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- 2. Log in to your [MyUNLV](#) account. It is recommended that you use Google Chrome to complete this process. 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
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

Reminders:

- **Read all instructions provided throughout this process carefully.**
- Contact the MVSC office if you have any questions.
Phone: 702-895-2290
Email: veterans@unlv.edu
Location: SSC-A, Room 311

Note for mobile users:

- If using a smart phone or tablet you may need to click on the blue button to expand more navigation options. This will be required if you want to toggle between pages.



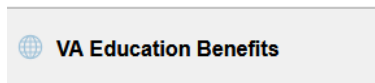
- 3. Search for the *VA Education Benefits* Page.

Process Notes:

- Click the *Resources* tile on your *Rebel Student Homepage*.



- Click the *VA Educations Benefits* option found in the left side navigation.



4. **View the displayed Certification Request list.**

Process Notes:

- Locate the description in the *Student Status* field for the term you wish to view the status. You will find a detailed description of where your Certification Request is at in the process.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

- Read any additional information in the *Additional Notes* field. The information you see there may be a call to action for you as the student depending on what status your Certification Request is in.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

- Take note of the date in the *Status Date* field. This is the date in which the *Status* was assigned. It will be important to be mindful of that date and understand that there is a possibility that a status may remain for several days until that step in the process has been completed.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

5. **IMPORTANT REMINDERS**

- **Check your MyUNLV portal regularly. This should be the first place that you check to see where your Certification Request is at in the process.**
- **If you see that your status is *PENDING_STUDENT* make sure to follow-up accordingly to avoid processing delays.**
- **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 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.**