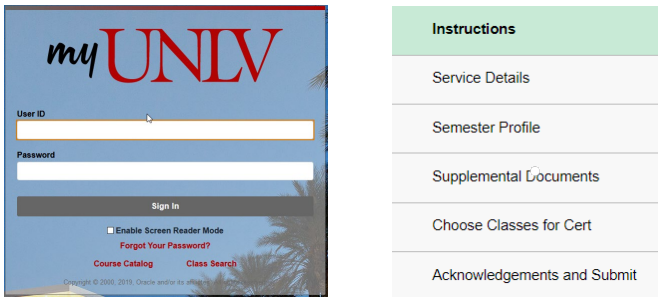

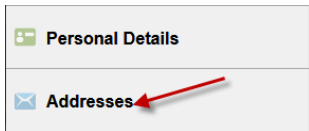
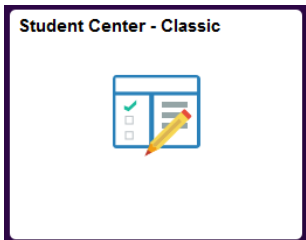
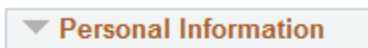


UNLV | MILITARY & VETERAN SERVICES CENTER

Enter a new Certification Request

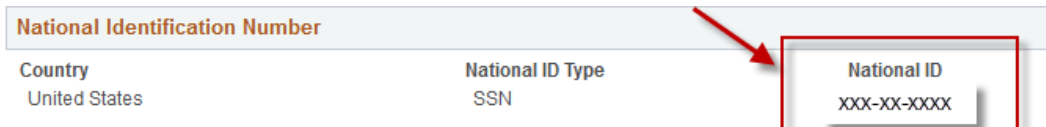
Step	Action
1.	<p data-bbox="191 495 1484 617">Log in to your MyUNLV account. It is recommended that you use Google Chrome to complete this process. Additionally, we don't recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal.</p> <div data-bbox="289 648 943 942">  </div> <p data-bbox="191 978 331 1005">Reminders:</p> <ul data-bbox="241 1010 1370 1104" style="list-style-type: none"> • Read all instructions provided throughout this certification request process carefully. • Verify that your current mailing address is reflected correctly in MyUNLV. <ul data-bbox="339 1073 1198 1104" style="list-style-type: none"> ○ Click the <i>Personal Information</i> tile on your <i>Rebel Student Homepage</i>. <div data-bbox="396 1113 695 1350">  </div> <ul data-bbox="339 1381 1474 1472" style="list-style-type: none"> ○ Click the <i>Addresses</i> page in the left side navigation to view and update your address as needed. Complete any MAILING address changes prior to submitting your certification request. <div data-bbox="384 1488 690 1617">  </div> <ul data-bbox="241 1650 1247 1711" style="list-style-type: none"> • Verify that your SSN is reflected correctly in MyUNLV. <ul data-bbox="339 1682 1247 1711" style="list-style-type: none"> ○ Click the <i>Student Center – Classic</i> tile on your <i>Rebel Student Homepage</i>. <div data-bbox="393 1728 696 1965">  </div>

- Click the *Demographic Data* link found under the *Personal Information* section.



[Demographic Data](#)

- Verify that your SSN is listed correctly in the *National ID* field.

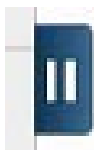


Note: If your SSN is incorrect you will be required to submit a *Request to Change Personal Identification Data Form* to the Registrar (<https://www.unlv.edu/registrar/forms>) along with any other required documentation. In addition, please also alert the MVSC of the SSN issue.

- Contact the MVSC office if you have any questions.
 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 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.



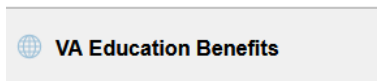
2. **Search for the VA Education Benefits Page.**

Process Notes:

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



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



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 *New Term* button.



- Click the magnifying glass in the *Term* field to pull up the terms available for certification. Select the *Term* in the list of available options that you wish to request certification for.

Cancel Lookup	
Search for: Term	
▶ Search Criteria	
▼ Search Results	
2 rows	
Term	Description
2205	2020 Summer
2208	2020 Fall

- Click the magnifying glass in the *VA Chapter* field to pull up the list of VA benefit chapters. Select the *VA Chapter* you fall under in the list of available options.

Institution UNLV1

Term

VA Chapter

Cancel Lookup	
Search for: VA Chapter	
▶ Search Criteria	
▼ Search Results	
6 rows	
VA Chapter	Long Description
CH_1606	Chapter 1606: Montgomery GI Bill - Selected Reserve (MGIB-SR)
CH_30	Chapter 30: Montgomery GI Bill - Active Duty (MGIB-AD)
CH_31	Chapter 31: Vocational Rehabilitation & Employment (VR&E)
CH_33_DEP	Chapter 33: Post-9/11 GI Bill (Dependent)
CH_33_VET	Chapter 33: Post-9/11 GI Bill (Veteran)
CH_35	Chapter 35: Dependents' Educational Assistance Program (DEA)

- Verify that the selections made in *Term* and *VA Chapter* fields are correct. Make necessary adjustments as needed and click the *OK* button.

Institution UNLV1

Term

VA Chapter



- **Pay close attention to the *Missing Information in the following Pages* text as you navigate through the process.** This will show you what page you are missing required information on. You cannot submit a certification unless **all** required information has been provided. If you see you are missing information on a specific page, you will need to navigate back to that page and complete it.

Missing Information in the following Pages:

Semester Profile Page: Missing Answers

Choose Classes for Cert Page: No classes selected for Certification

Acknowledgements and Submit Page: Missing Acknowledgements

As you complete pages they will drop off the list. For example, the required information was completed on the *Semester Profile* page so the alert *Semester Profile Page: Missing Answers* is no longer listed below.

Missing Information in the following Pages:

Choose Classes for Cert Page: No classes selected for Certification

Acknowledgements and Submit Page: Missing Acknowledgements

4. **View Instructions.**

Instructions
Service Details
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

Process Notes:

- Read through the chapter specific *Instructions*. Click the *Next* button when finished.

Instructions

2020 Summer
Chapter 33: Post-9/11 GI Bill (Veteran)

Thank you for your service and welcome to UNLV!
To help prepare yourself for smooth, successful benefit usage, please ensure you complete each step listed to the left.

If you have not already, please [apply for your VA education benefits](#). Be sure to print or save the reference number you receive upon submission.

If you have used benefits at another institution, please ensure you have completed [VA form 22-1995](#).

- Please **upload** a copy of your DD-214 (Member 4 copy) under the "Supplemental Documents" tab.
- VA requires you to submit your military transcript to UNLV Admissions for credit evaluation. This is to be done no later than the start of your third semester; instructions for obtaining your transcript can be found: [Army/Navy/Marine Corps/Coast Guard - JST Website](#) (click "Advanced" then "Proceed to jst.doded.mil")
[Air Force - Air University Website](#)
- **You must log in and complete your certification request through your MyUNLV account each semester for which you desire to use your VA education benefits.**
- Your Academic Advisor (Undergraduate) / Program Coordinator (Graduate) will verify that all enrolled courses are required for graduation. Non-applicable courses will **not** be certified to VA.

Housing stipend will be paid out to you based on your **training time** as calculated by VA. In short, to be considered full-time, undergraduate students must be enrolled in at least 12 applicable credits which span the full semester while graduate students must be enrolled in at least 9 applicable credits which span the full semester. (Graduate Assistants are considered full-time at 9 applicable credits). Please reference [our website](#) for Summer enrollment details.

Book stipend will be paid directly to you based on certified credit hours, up to 24 total credits in a given academic year (8/1/xx-7/31/xx). The amount paid per credit is \$41.67 for those with 100% eligibility. Those less than 100% eligible can multiply \$41.67 by their percentage to find their "per credit" book stipend rate. Stipends are released to students at the same time tuition is released to the university, up to 10 days before term start if benefits are certified and processed early.

A chart for both book and housing stipends can be found [here](#).

Any and all questions may be directed to our office via
Phone: 702.895.2290
Email: vet@unlv.edu
Walk-in: SSC-A, Room 311

Next

5. Complete the **Service Details** information for the service member.

Instructions
Service Details
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

Process Notes:

- Click the magnifying glass in the *Military Branch ID* field to pull up the list of Military Branches. Select the *Military Branch* the service member served in. If you are a dependent and do not know this information you can leave it blank.

Military Branch ID

Cancel **Lookup**

Search for: Military Branch ID

▶ **Search Criteria**

▼ **Search Results**

Military Branch ID	Military Branch
USA	Army
USAF	Air Force
USAF_NG	Air National Guard
USA_NG	Army National Guard
USCG	Coast Guard
USMC	Marine Corps
USN	Navy

- Click the calendar icons to add both service *Start Date* and *End Date* information. Select the service dates using the pop-up *Calendar*.

Military Branch ID **Military Branch** **Start Date** **End Date**

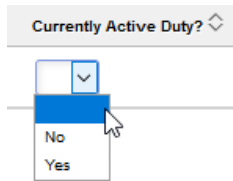
Calendar

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Current Date

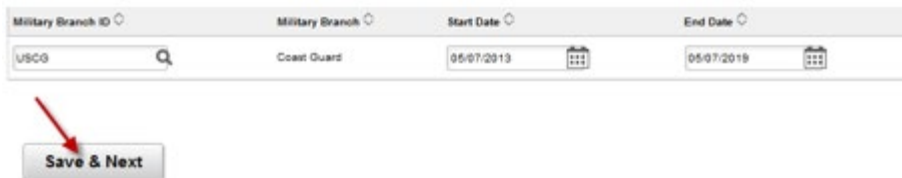
- Click the *Currently Active Duty?* dropdown to indicate whether or not the service member is currently active duty (excluding being activated while in the Guard/Reserves).



- Click the + button to add service information or the – button to remove service information.

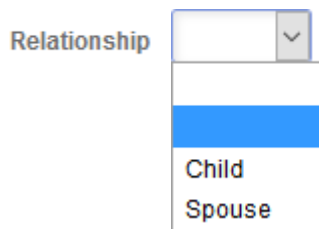


- Click the *Save & Next* button.

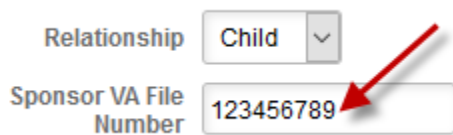


Additional instruction for Chapter 35 students only:

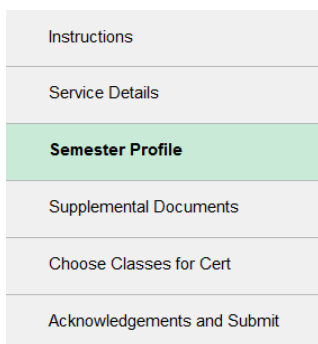
- Select your relationship to the sponsor in the *Relationship* dropdown.



- Provide your sponsor's VA file number in the *Sponsor VA File Number* text box. **This number is required** and may be a 9-digit SSN or the file number may start with a "C" followed by 8 digits.

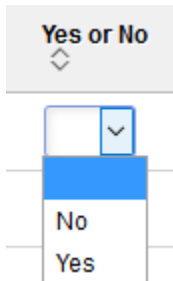


6. **Complete the *Semester Profile* section.**



Process Notes:

- Read each question and select whether it applies to you in the *Yes or No* dropdown.



- Click the *Save & Next* button once all the questions have been answered. **Please note each question requires an answer.**

	Yes or No
I am a new benefit user at UNLV.	Yes
I have changed my major or added an additional major(s).	No
I am currently on active duty.	No
I am using Department of Defense (DoD) Tuition Assistance for this semester.	No
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-9/11 benefits.	No
I am planning to study abroad this semester.	No
<small>Note: if you 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!</small>	No

Save & Next

7. **Attach Supplemental Documents.**

- Instructions
- Service Details
- Semester Profile
- Supplemental Documents**
- Choose Classes for Cert
- Acknowledgements and Submit

Save all documents to be uploaded using the naming convention listed below.

NSHE_LASTNAME_(short doc description)
 Example: 1234567890_SMITH_COE

Process Notes:

- Refer to the list displayed on this page to determine what documents are needed. This will vary by chapter.

Institution	Empl ID	VA Form ID	VA Form	Form Upload Status	Verified Indicator
UNLV1	2000672004	22-1995	Change of Program or Place of Training - Service Member	Not Loaded	No
UNLV1	2000672004	COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)	Not Loaded	No
UNLV1	2000672004	DD-214	Certificate of Release or Discharge from Active Duty	Not Loaded	No

- Click the magnifying glass in the *VA Form ID* field to pull up the list of document names. Select the *VA Form ID* for the document you wish to upload.

VA Form ID

Search for: VA Form ID

▶ **Search Criteria**

▼ **Search Results**

VA Form ID	Long Description
22-1995	Change of Program or Place of Training - Service Member
22-5495	Change of Program or Place of Training - Dependent
COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)
COE_30_06	Certificate of Eligibility - CH 30 (MGIB) / CH 1606 (MGIB-SR)
DD-214	Certificate of Release or Discharge from Active Duty

- Click the *Add Attachment* button.

Form Upload Status Updated on Save

VA Form ID	Attached File	View	Add Attachment
COE		<input type="button" value="View"/>	<input type="button" value="Add Attachment"/>

- Click the *My Device* icon.

File Attachment

Choose From

- Select the file you want to upload from your device (**make sure to use the proper naming convention displayed below when saving the document prior to upload**). Click the *Open* button.

NSHE_LASTNAME_(short doc description)
Example: 1234567890_SMITH_COE

File name:

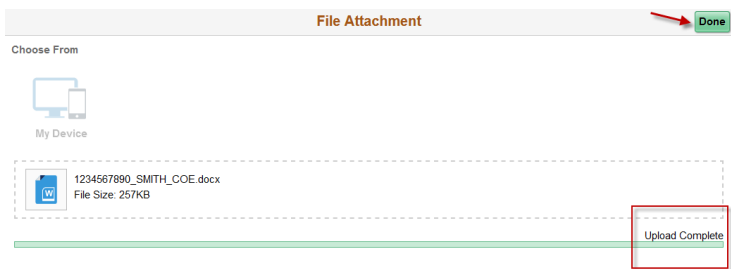
- Click the *Upload* button.

File Attachment

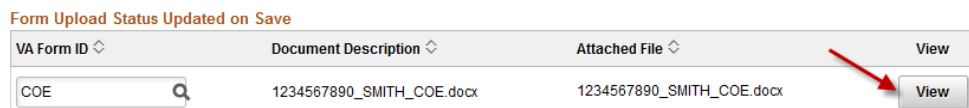
Choose From

File Size: 257KB

- Click the *Done* button once the upload is complete.



- View the document by selecting the *View* button.



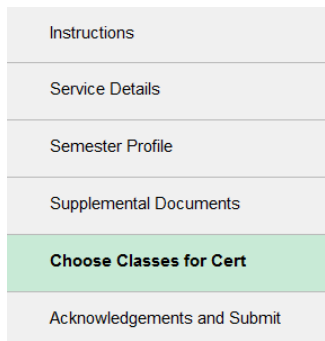
- Click the + button to add additional documents or the – button to remove documents.



- Click the *Save & Next* button.



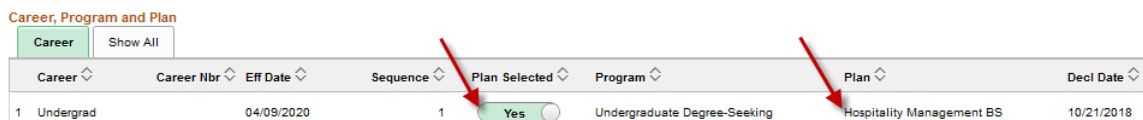
8. Complete the *Choose Classes for Cert* section.



Process Notes:

- Verify that your major(s) listed in the *Plan* field is/are accurate. Each declared major will have its own row for verification.

Single declared Plan – Yes will already be selected in the *Plan Selected* field as that is the only option.



Multiple declared Plans – Student will need to determine which majors for which they are requesting class certification by moving the toggle to *Yes* in the *Plan Selected* field.

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input type="radio"/> No	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input type="radio"/> No	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

One major requested...

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input checked="" type="radio"/> Yes	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input type="radio"/> No	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

Multiple majors requested...

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input checked="" type="radio"/> Yes	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input checked="" type="radio"/> Yes	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

- Select the degree applicable classes for certification by moving the toggle to *Yes* in the *Request Certification* field on each class you wish to have certified.

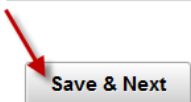
Class	Class Code	Description	Status	Request Certification	Drop	Drop Date	Certified	Grading Basis	Basis Dt	Updated By	Updated
51594	TCA-201-1001	Hosp Career Develop	Enrolled	<input checked="" type="radio"/> Yes	No			GRD	03/19/2020		
51911	PSC-101-1001	Intro Amer Politics	Enrolled	<input type="radio"/> No	No			GRD	03/19/2020		
52670	PHIL-102-1010	Crit Thinking & Reasoning	Enrolled	<input type="radio"/> No	No			GRD	04/06/2020		
52824	PBH-205-1001	Intro to Public Health	Enrolled	<input type="radio"/> No	No			GRD	04/06/2020		
52981	COM-101-1011	Oral Communication	Enrolled	<input type="radio"/> No	No			GRD	03/19/2020		

- Click the *Save & Next* button.

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan
1 Undergrad		04/09/2020	1	<input checked="" type="radio"/> Yes	Undergraduate Degree-Seeking	Hospitality Management BS

Class	Class Code	Description	Status	Request Certification	Drop	Drop Date	Certified	Grading Basis
51594	TCA-201-1001	Hosp Career Develop	Enrolled	<input checked="" type="radio"/> Yes	No			GRD
51911	PSC-101-1001	Intro Amer Politics	Enrolled	<input checked="" type="radio"/> Yes	No			GRD
52670	PHIL-102-1010	Crit Thinking & Reasoning	Enrolled	<input checked="" type="radio"/> Yes	No			GRD
52824	PBH-205-1001	Intro to Public Health	Enrolled	<input checked="" type="radio"/> Yes	No			GRD
52981	COM-101-1011	Oral Communication	Enrolled	<input checked="" type="radio"/> Yes	No			GRD



9. Complete the **Acknowledgements and Submit** section.

Instructions
Service Details
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

Process Notes:

- Read and acknowledge each question by selecting Yes in the *I have read and understand* dropdown. **All questions require a Yes response.**

I have read and understand ▾

1 I understand that all communications from UNLV's MVSC will be sent to my Rebelmail, and that I must ensure I access my Rebelmail regularly. On rare occasions, the UNLV MVSC may call me; therefore I understand the importance of ensuring my contact information is regularly updated in MYUNLV. Additionally, I understand that failure to respond to UNLV MVSC emails may result in my certification being delayed.

2 I understand that I am ultimately responsible for charges that accrue on my UNLV account. I understand that I will be certified and paid accordingly based on my chapter and benefit percentage. Late fees, non-residency fees, and residential life fees are examples of charges that are never covered by the VA.

- To avoid late fees I will submit my request for certification prior to the **published deadline** each semester.
- To avoid non-residency fees, I will complete the *NSHE Veterans, Spouses, and Dependents Form for Determination of Tuition Charges* and provide the required supporting documentation.

IMPORTANT NOTE: If you have not verified your mailing address as directed at the beginning of this instruction set please do so prior to proceeding with the acknowledgements. It is critical that your mailing address is correct in MYUNLV as that is the address reported to the VA.

I have read and understand ▾

1 I acknowledge that my **mailing address** in MYUNLV is accurate and will be used for certification to the VA and that the VA will use this address for mailed communication about my VA Education Benefits.

- Click the **Save** button.

7 I understand that I must ensure submission of my military transcripts to UNLV Admissions prior to the start of my third semester. Failure to submit transcripts for evaluation prior to my third semester will result in UNLV reporting missing transcripts to the VA.

To obtain military transcripts:

Army/Navy/Marines/Coast Guard: [JST Website](#) (click "Advanced" then "Proceed to jst.doded.mil")
Air Force: [Air University Website](#) (CCAF)

8 I understand that I may seek FREE assistance from the various tutoring/academic resources around campus, such as:

[UNLV Academic Success Center Tutoring](#)
[UNLV Academic Success Center Supplemental Instruction](#)
[UNLV Writing Center](#) (also here)
[UNLV Libraries](#)
[UNLV Department of Mathematical Sciences Tutoring Clinic](#)

Should I find myself academically struggling at any point, I will immediately reach out to my resources for assistance.

- Click the **Submit** button. **The Submit button will only display if you have answered all the required information.**

7 I understand that I must ensure submission of my military transcripts to UNLV Admissions prior to the start of my third semester. Failure to submit transcripts for evaluation prior to my third semester will result in UNLV reporting missing transcripts to the VA.

To obtain military transcripts:

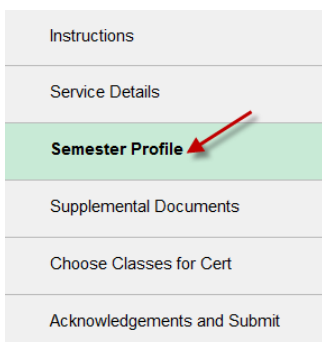
Army/Navy/Marines/Coast Guard: [JST Website](#) (click "Advanced" then "Proceed to jst.doded.mil")
Air Force: [Air University Website](#) (CCAF)

8 I understand that I may seek FREE assistance from the various tutoring/academic resources around campus, such as:

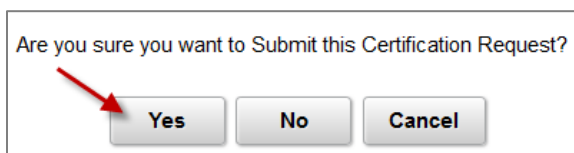
[UNLV Academic Success Center Tutoring](#)
[UNLV Academic Success Center Supplemental Instruction](#)
[UNLV Writing Center](#) (also here)
[UNLV Libraries](#)
[UNLV Department of Mathematical Sciences Tutoring Clinic](#)

Should I find myself academically struggling at any point, I will immediately reach out to my resources for assistance.

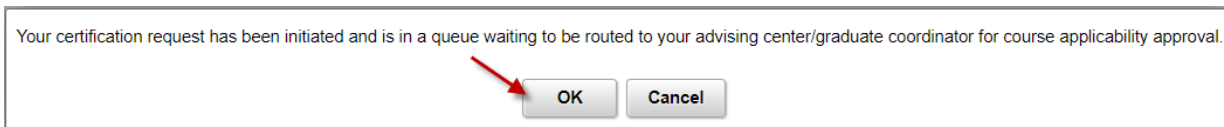
Note: If the *Submit* button does not appear after you hit the *Save* button please go back through each step and make sure everything has been completed. You can return to pages by clicking the corresponding navigation on the left.



- Click the *Yes* button when the *Are you sure you want to Submit this Certification Request?* pop-up appears.



- Click the *OK* button when the *Your certification request has been initiated...* pop-up appears.



10. IMPORTANT REMINDERS

- 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 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 only approves the minimum requirements needed for graduation. Minors are not approved.
- If you add a class or officially enroll into a waitlisted class, you will need to complete the Certification Request process again for the newly enrolled courses. Please reference the *Certification Request – Add Class(es)* 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, please reference the *Certification Request – Update Entry* instruction set for details.