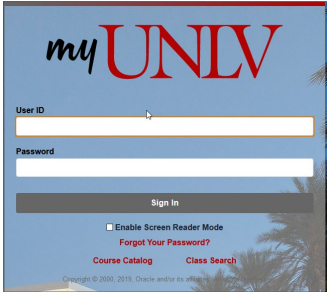
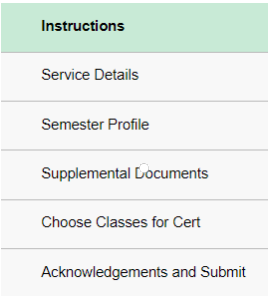


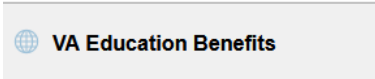


UNLV | MILITARY & VETERAN SERVICES CENTER

Update a current Certification Request to add service details, additional documents, or edit responses

Step	Action
1.	<p>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 style="display: flex; justify-content: space-around; align-items: flex-start;">   </div> <p>Reminders:</p> <ul style="list-style-type: none"> • 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 <p>Note for mobile users:</p> <ul style="list-style-type: none"> • 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.	<p>Search for the VA Education Benefits Page.</p> <p>Process Notes:</p> <ul style="list-style-type: none"> • Click the <i>Resources</i> tile on your <i>Rebel Student Homepage</i>. 

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



3. Determine which Certification Request you need to modify from the displayed list.

Process Notes:

- Click the value in the *Term* field for the term you wish to modify.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	VERIFY		Your certification request has been routed to the MVSC for the preparation and verification needed to certify.	05/13/2020
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

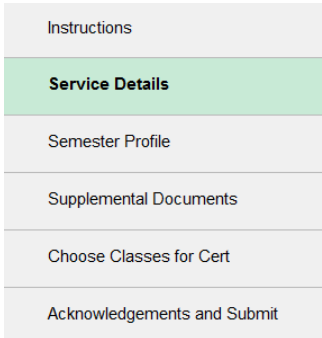
Note: A Certification Request **cannot** be modified if it is in **ROUTED** status. You will need to check back and modify the selected term once the status has changed out of **ROUTED**.

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

4. Navigate to the page you wish to modify or add to.

Process Notes:

- Click the *Service Details* page found in the left side navigation to change or add to the service details (all Chapters) or Sponsor's information (Chapter 35 only).



2020 Spring
 Chapter 35: Dependents' Educational Assistance Program (DEA)
 Relationship: Child
 Sponsor VA File Number: 789456123

Please select whether you are the child or spouse dependent and then enter your sponsor's VA file number.
NOTE: The VA file number may begin with a 'C' and contain 8 digits total or be made up of all numbers containing 9 digits total.
 If you know your sponsor's service branch and service dates, please feel free to include this information below. You may click "+" to expand for multiple periods or branches of service.

Military Branch ID: USA Military Branch: Army Start Date: End Date: Active Duty: No Updated By: 200006456

- Click the *Save & Next* button. This may need to be done several times depending on what page you are modifying.



- Click the *Semester Profile* page found in the left side navigation to update any of the required questions.

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

2020 Spring
 Chapter 35: Dependents' Educational Assistance Program (DEA)

Please ensure all questions are answered appropriately for the term you are requesting benefits.

Note: Answering "Yes" to any of the questions may require additional documentation or have an impact on your benefit certification.

	Yes or No ⌵	Term Responded ⌵	Updated By ⌵	Updated ⌵
I am a new benefit user at UNLV.	No		2000996458	10/13/20 8:39AM
I have changed my major or added an additional major(s).	No		2000996458	10/13/20 8:39AM
I am using Department of Defense (DoD) Tuition Assistance for this semester.	No		2000996458	10/13/20 8:39AM
I am using the Nevada National Guard waiver this semester.	No		2000996458	10/13/20 8:39AM
I will be using NSHE/UNLV Grant-In-Aid this semester.	No		2000996458	10/13/20 8:39AM
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		2000996458	10/13/20 8:39AM
I am planning to study abroad this semester.	No		2000996458	10/13/20 8:39AM

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!

- Click the *Save & Next* button. This may need to be done several times depending on what page you are modifying.



- Click the *Supplemental Documents* page found in the left side navigation to add any additional document(s).

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

Make sure to use the proper naming convention displayed below when saving the document prior to upload.

NSHE_LASTNAME_(short doc description)
Example: 1234567890_SMITH_COE

2020 Spring
Chapter 35: Dependents' Educational Assistance Program (DEA)

Please upload a current copy of your Certificate of Eligibility/DEA Letter.

IMPORTANT: Please use the following naming convention:

NSHE_LASTNAME_(short doc description)
Example: 1234567890_SMITH_COE

Note: As you near the end of your benefit eligibility, we may ask for you to provide us with an updated CoE.

Institution	Empl ID	VA Form ID	VA Form	Form Upload Status	Verified Indicator	Updated
UNLV1	2000996458	22-5495	Change of Program or Place of Training - Dependent	Not Loaded	No	
UNLV1	2000996458	COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)	Not Loaded	No	

Form Upload Status Updated on Save

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

- Click the **Save & Next** button. This may need to be done several times depending on what page you are modifying.



- Click the **Acknowledgements and Submit** page found in the left side navigation to review and acknowledge the list of statements.

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

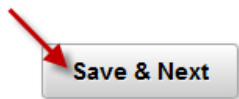
2020 Spring
Chapter 35: Dependents' Educational Assistance Program (DEA)

Please read and acknowledge your understanding of all statements below. Should you have any questions, please STOP and contact our office:

Phone: 702.895.2290
Email: veterans@unlv.edu
Walk-in: SSC-A, Room 311

	I have read and understand	Created By	Updated
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.	Yes	2000996458	10/13/2020 8:39AM
2 I understand that I am responsible for charges that accrue on my UNLV account. I understand that I will be certified and paid accordingly, based on my chapter and rate of pursuit. • To avoid late fees please make payment arrangements for your account by the published deadline each semester (Chapter 31 students will have their account balance moved to a third party contract for later payment from the VA once certified). • 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.	Yes	2000996458	10/13/2020 8:39AM

- Click the **Save & Next** button. This may need to be done several times depending on what page you are modifying.



NOTE: You can also navigate straight to the **Acknowledgements and Submit** page, after you have made your changes, to submit the updated certification request without having to go through each **Save & Next** process for the remaining pages.

5. **Scroll to the bottom of the *Acknowledgement and Submit* page.**

Process Notes:

- Click on the *Submit* button.

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.

7 To obtain military transcripts: Yes ▾

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

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

8 [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](#) Yes ▾

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

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

Are you sure you want to Submit this Certification Request?

- Click the *OK* button when the last pop-up displays. It will show a different message depending on what type of change you made to your certification request.

- If you just added a class(es) you will see...

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.

- If you made changes, other than adding a class(es), you will see...

You have updated your certification request. Any changes made to your request after original submission will be reviewed accordingly by the MVSC.

6. **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 get in 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.**