



VA Enrollment Certification Request

The Office of Registration and Records

Name: _____

Student ID: _____

Degree Program: _____

VA File Number (optional): _____

Year: (Circle One) 2020 2021 2022 Other: _____

Semester: (Circle One) Fall Spring Summer

List All Courses for which you are seeking VA benefits. You must be registered for courses before completing this form. Any information not provided may delay your benefits:

	Course Code	Title	Semester Hours
1.			
2.			
3.			
4.			
5.			
6.			

YOU ARE RESPONSIBLE FOR KNOWING AND UNDERSTANDING THE FOLLOWING INFORMATION. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE OFFICIE OF REGISTRATION AND RECORDS AT 301- 369-2313.

- 1. You must pursue the coursework in your chosen curriculum/major as outlined in the university catalog. You will not be certified for any courses that are not in your curriculum/major. If you have graduated from your first-degree program and have been accepted into a second-degree program, the official acceptance letter into the second-degree program must be included in your academic file before your enrollment certification is transmitted to the VA Affairs Office (Buffalo, NY).***
- 2. It is your responsibility to immediately notify the School Certifying Officials in the Office of Registration and Records of changes in enrollment including Drops, Adds, Withdrawals; changes in program or degree (i.e., from undergraduate degree to graduate degree or from one major course of study to another course of study); and changes from a letter grade to an audit. You will not be paid for "W", "I", "NG" or audit grades. You are responsible for any overpayment resulting from a change to a lower enrollment status.***
- 3. You will not be certified for repeating a course with a passing grade.***
- 4. You must maintain satisfactory academic progress.***

Student's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date Received: _____

Entered in VA-Once: _____

Staff Initials: _____