



**AU Certifying Official**  
 AU Central – Asbury 201  
 4400 Mass. Ave., NW, Washington, DC 20016  
 Phone: 202-885-3300; Fax: 202-885-8005  
 Email: [yverra@american.edu](mailto:yverra@american.edu)

**REQUEST FOR CERTIFICATION OF ENROLLMENT FOR VA BENEFITS**

Please complete all sections of this form and submit (via email or fax) to VA Certifying Official at AU Central  
*This form must be completed and submitted each semester of your enrollment at AU if you are using VA benefits.*

Name: \_\_\_\_\_ AUID: \_\_\_\_\_ SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Degree Program \_\_\_\_\_ Check if Part-time

Currently I am:  Active Duty  Reservist  Veteran  National Guard  Dependent

Check all that apply:  This is my first semester  I am a transfer student  Undergraduate  Graduate

**VETERAN EDUCATIONAL BENEFITS FOR WHICH YOU ARE APPLYING:**

- Ch 30 (MGIB)       Ch 31 (Voc. Rehab.)       Ch 33 (Post-9/11)       Ch 33 Yellow Ribbon
- Ch 35 (Dep/Sur)       Ch 1606 (Spec. Res.)       Ch 1607 (REAP)       Ch 34 (Vietnam Era)

**ENROLLMENT INFORMATION:**

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Number of Credits: \_\_\_\_\_

First time VA Benefits at AU: Yes  No

Guest Student at AU: Yes  No  If yes, list home institution/school \_\_\_\_\_

Have you changed or added majors at AU in the past two semesters?  Yes  No  
 (If yes, you must complete VA Form 22-1995 or 22.5495-Ch 35- if not already submitted)

Check if a unit/office/agency of the Federal Government will be paying all or a portion of your tuition

**STATEMENT OF UNDERSTANDING**

- I must be registered for classes before submitting this form.
- I must complete and submit this form to the AU Certifying Official for each semester of eligibility for VA educational benefits.
- I must also file for educational benefits with the Veterans Administration by visiting this Web site <http://vabenefits.vba.va.gov/vonapp/main.asp>
- I must provide copies of the following documents to the VA Certifying Official: My DD0214 member copy 4 (if applicable for the first time applicant)
- I understand that I must verify my enrollment with the Veterans Administration every month in order to receive my benefits under Chapter 30, 33 and 1606, by either visiting the VA Web site at <http://www.gibill.va.gov/wave> or by contacting the VA by telephone at 1-877-823-2378.
- I must immediately report any changes in enrollment (course drops/adds) to the AU Veterans Certifying Official, and to provide a substantial explanation for dropping classes or withdrawing from a class. Note that a reduction in credit hours may result in a change in eligibility for benefits – even after disbursement has occurred.
- VA benefits may be discontinued if I fail to maintain satisfactory academic progress/attendance towards completion of my program of study. I further understand that Incomplete (I) grades must be completed by the end of the subsequent semester or VA benefits may be reduced or interrupted.
- VA pays tuition for eligible students directly to AU pertinent to eligibility for Chapters 31 and 33 and active duty TA educational benefits.
- I am responsible for paying any University charges (tuition and fees) which are not covered by my Veterans benefits.
- I cannot receive Chapter 30 benefits while using Tuition Assistance (TA), except for under the “Top-Up” program, and that eligible reservists and National Guardsmen may only receive Chapter 1606 benefits while using TA while training at the half-time rate or greater.
- The information contained on this form is true and correct to the best of my knowledge.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_