



**VA BENEFITS CERTIFICATION REQUEST FORM**

NAME: \_\_\_\_\_

SVSU ID# \_\_\_\_\_

V.A. FILE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

PHONE: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_

**DEGREE PROGRAM**

\_\_\_\_\_ BACHELOR MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_

\_\_\_\_\_ MASTER CONCENTRATION: \_\_\_\_\_

❖ If you are attending SVSU for the first time, please list other colleges you have attended:

\_\_\_\_\_

Please check box if you are a guest student. If so, list your home institution:

\_\_\_\_\_

By checking this box, I agree to promptly notify SVSU's Certifying Official if I enroll at another institution as a guest student.

Please check box if you receive military tuition assistance. If so, please state your branch of service or unit: \_\_\_\_\_. (You are required to immediately notify SVSU's Certifying Official of any changes in your military tuition assistance status while attending SVSU).

Please check box if you are currently active duty. If so, please state your branch of service: \_\_\_\_\_. (You are required to immediately notify SVSU's Certifying Official of any changes in your active duty status while attending SVSU).

By checking this box, I understand that SVSU's Certifying Official has permission to certify my enrollment to VA each and every semester/term I am registered at SVSU. I am required to contact SVSU's Certifying Official if I do not wish to be certified.

**VETERAN CERTIFICATION GUIDELINES AT SVSU:**

- 1. You are required to immediately report any increase or decrease in credit hours to SVSU's Certifying Official. You are also required to contact SVSU's Certifying Official within ten days of receiving a W, WP, WF, F, or N grade. Failure to do so will cause retroactive loss of veterans educational benefits for that course.
  
- 2. You may only receive VA benefits for those courses necessary for your degree program; this includes any elective credits necessary to reach the minimal number of credits required for degree completion. You will not be certified for courses in which you have previously earned a satisfactory grade. Please visit SVSU's Academic Advisement Center to speak with an advisor about specific degree requirements.
  
- 3. Failure to achieve the satisfactory cumulative grade point average (2.00 for bachelor program, 3.00 for master program) will result in probationary status for being eligible for veterans educational benefits. If the cumulative grade point average is not raised to a satisfactory level within two consecutive terms, no further terms will be certified for the VA benefits until the satisfactory level is achieved. Further, the cumulative grade point average must be at the satisfactory level prior to the last twelve credits of the degree program to be eligible to continue the VA certification process.

❖ **PLEASE CHECK BOXES AND SIGN/DATE BELOW IF YOU HAVE READ, UNDERSTOOD AND AGREE TO THESE GUIDELINES.**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Current SVSU students can complete and return this form by:**

**MAIL**

Saginaw Valley State University  
Registrar's Office ATTN: Kathy Krull  
7400 Bay Road  
University Center, MI 48710

**FAX**

Fax # (989) 790-0180  
(ATTN: Kathy Krull-Registrar's Office)

**IN PERSON**

Registrar's Office-Wickes 151

❖ If you have any questions about this form, please contact Kathy Krull at [klkrull@svsu.edu](mailto:klkrull@svsu.edu) or (989) 964-4347

❖ A copy of this form was provided to student on \_\_\_\_\_ for his/her records.  
Date