VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST (VEBCR)

**Step 1:** Log into [MYCSUEB or https://www.csueastbay.edu/mycsueb/](https://www.csueastbay.edu/mycsueb/)

**Step 2:** Login with your NetID and password and proceed with DUO AUTHENTICATION
Step 3: Your Student Homepage will be displayed.

Step 4: Click on Academic Records.
Step 5: This webpage will be displayed. On the left side, click on the Veteran Benefits.

Step 6: This will display the VEBCR Welcome page. Carefully read the information then click on Certification Request.

1.) If this is the 1st time that you are certifying veteran’s education benefits at CSUEB and have not submitted it to the Certifying Official, Deborah Hansana, then be sure to attach the following documents:
   - DD214
   - Certificate of eligibility correspondence/letter
   - If applicable either VA Form 22-1995 or VA Form 22-5495, DEA Ch. 35

2.) Every semester that you enroll for classes using your veteran’s education benefits, you MUST submit this online Veterans Education Benefit Certification Request.
**Step 7:** Select the Term you want to certify for VA benefits by clicking on the “Term” dropdown.

**Step 8:** Select the semester that you want to certify for VA benefits.
Step 9: Guide for completing “Benefit Information” tab

1: Veterans Service Branch: Select your branch of service.
   a. If a dependent, select your sponsor’s branch of service.

2: VA Education Benefit: Select the VA education benefit you want to use for this semester.

3: Relationship to Veteran: Select your relationship to the veteran.

4. Select all that Apply
   a. If you are still serving the military, please select which type of service
   b. If you are a veteran or a dependent of the veteran, do not check the boxes

5. Questions/Instructions: This section is optional. You can ask question or comments about your certification in this box.
Step 10: Click on “Initiate Request”

This notice will pop-up stating that this does not complete the certification. Select OK to proceed with class certification.

Step 11: Click “Select Classes to Certify”
Veteran Student Services at CSU East Bay submits certifications of enrollment in approved education programs to the U.S. Department of Veterans Affairs (VA), which administers G.I. Bill® and Vocational Rehabilitation programs. Programs must be approved by the State Approving Agency and/or VA. Certifications are submitted in accordance with state and federal law and in compliance with campus and VA policies.

- The VA will only pay tuition, fees, and housing allowance for courses on your degree plan that satisfy requirements outlined by the curriculum guide for your program of study (your major or education plan).

- The VA calculates monthly housing allowance (MHA) based on your length of service percentage, the location you attend most of your classes, the teaching modality (online vs. in person), and the number of units you are enrolled in each term (rate of pursuit). Each of these factors may impact the amount of MHA you receive. Contact Your School Certifying Official with any questions about MHA.

- In order to remain eligible for VA educational benefits, I understand that I must continue to make satisfactory academic progress towards my educational objective. Failure to make satisfactory progress may result in suspension or termination of VA educational benefits.

- Unless documented mitigating circumstances exist, the VA will not pay for courses for which a student receives a non-punitive grade, where no credit is earned, such as NC. Students who receive a grade of NC at the end of the term may incur a debt to the VA for overpayment of benefits throughout the term.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information see the GI Bill Trademark terms of use.

Read and Acknowledge:

By submitting this request for certification, I acknowledge and agree to each of the following:

- I have submitted all requested documents to Veteran Student Services.

- I must submit a new request for enrollment certification every term for my enrollment to be certified to the VA.

- It is my responsibility to notify Veteran Student Services of any changes made to my course schedule within 7 days. Failure to do so may result in a debt to the VA for overpayment of benefits during the term.

- I understand I am financially liable for any payment of tuition and fees not covered by the VA.

I understand and agree to the above conditions and the information provided is true and correct.
**Step 13: Finalize**

After this, a box will pop-up indicating that “Your request has been successfully submitted.” Click OK and this completes the classes certification. You’re done! See you again next semester!

**Alternative: CLASSIC VIEW**

Step A: On the Student Homepage, click on the compass icon located on the top right to display the NavBar. Click on Classic Home to proceed using classic view.
Step B: Classic view will be displayed. Click on “Student Center.”

Step C: Under the Academic tab: Click on “other academic” dropdown.
Step D: Select Veterans Benefit then click on the double arrow button to continue. This will display the Welcome page. Carefully read the information then click on Certification Request. Scroll up and follow Step 6 above if you require further assistance.