**VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST**

**Step 1:** Log into MYCSUEB

![MYCSUEB Sign In](image)

**Step 2:** Login with your NetID and password.

![CAL STATE EAST BAY Login](image)

**Step 3:** Click on “Classic View.”

![Classic View](image)
Step 4: Under Student Information tab, click on “Student Center.”

Step 5: Under the Academics tab, click on “other academic” dropdown.
**Step 6: Select “Veterans Benefit”**

Click Here

**Step 7: Press the blue double-arrow button to continue.**
Step 8: This will display the Welcome page. Carefully read the information then click on “Certification Request.”

1.) If this is the 1st time that you are certifying VA 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.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Welcome all student Veterans, Service Members, and Dependents!

Please Note: Students receiving only the Cal Vet Fee Waiver are NOT required to fill out the certification request. Please contact our office for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at CSU East Bay must submit an online Educational Benefit Certification Request each term of enrollment.

If this is your first time certifying at CSU East Bay and you have not already provided copies of the below documents to our office, have these documents ready to attach:

1. Certificate of release or discharge from active duty (DD214 Member 4)
2. Department of Veterans Affairs certificate of eligibility correspondence/letter
3. If applicable, Request for Change of Program or Place of Training Form (VA Form 22-1995)
4. If applicable, Dependents Request for Change of Program or Place of Training Form (VA Form 22-5495, DEA Ch. 35)

Contact our office below if you have any questions regarding these documents.

Veteran Student Services
Campus Location: Library Annex (LI) 2200
Mailing Address: 25800 Carlos Bee Blvd.
Hayward, CA 94542
Office Email: veterans@csueastbay.edu
Phone: (510) 885-3669

Helpful Website Links:
CSUEB Veteran Student Services
CSUEB Continuing Education
US Department of Veterans Affairs
CalVet County Veteran Service Office

Click Here
Step 9: Select the Term you want to certify for VA benefits

1. Please click on the “Term” dropdown

2. Select the semester you want to certify for VA benefits.
Step 10: 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 in the military, please select which type of service
   b. If you are a veteran or a dependent of a veteran, do not check the boxes

5. Questions/Instructions: This section is optional. You can ask questions or comments about your certification in this box.
Step 11: Click on “Initiate Request”

1. Select Initiate Request.

2. This notice will pop-up stating that this does not complete the certification. Select OK to proceed with class certification.
**Step 12: Need to Attach a File or Document?**

*Please note that if this is your first-time certifying classes and have not submitted your required veteran benefits documents to the Benefits Coordinator then attach your documents here.

*Continuing students do not need to attach documentations and can continue with **Step 13**.

1. Click on “Attachments” on the Veterans Education Benefits Certification Request
2. This page will display. Click on the dropdown button to select which file type.

3. Click the “Add Attachment” button.
4. This pop-up box will display. Click on “Choose File” to select the document you’re your computer that you want to attach.

![File Attachment]

5. Click “Upload” button

![File Attachment]

6. This message will appear, Click “OK”

![Message]

7. You will be redirected to the previous page which will now display the attachments that you have upload. Click on “Return” to continue with course certification.

![Veterans Educational Benefits Certification Request]
**Step 13: Click “Select Classes to Certify”**

- Click on Select Classes to Certify to be directed to the next page.
Step 14: Class certification & Read and Acknowledge page

1. Read and check the acknowledgement box in the “Read and Acknowledge” Section
2. Select the box to the left of the course that you want certified using your VA education benefits
3. Click on “Submit Request” at the bottom of the page.

Step 15: Finalize

After this, a box will pop-up indicating that “Your request has been successfully submitted.” Click OK and this completes the classes certification.