Step by Step Guide for Veterans Education Benefit Certification

Step 1
Getting started

Go to the Humboldt State home page at www.humboldt.edu

1. Select the myHumboldt link near the top right of the page.
2. Login to your myHumboldt using your username and password.

Updated August 2021
Step 2

Your myHumboldt homepage displays.

1. Follow the link to your Student Center
2. From the dropdown menu located on the left side of your schedule select “Veterans Benefit” and then click on the blue double arrow.
Step 3

You are now at the welcome page for Veterans educational benefits certification requests.

1. Click on “Certification Request” located near the bottom of the page.
**Step 4**

Initiating a request.

1. Use the dropdown menu next to “Term” to select the term for which you are requesting classes to be certified.
2. In the “Benefit Information” field use the three dropdown menus to select the veteran’s service branch, the VA education benefit being used, and your relationship to the veteran.
3. Questions and comments can be added to the text box on the right side of the page.
4. Now click on “Initiate Request”
**VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST**

**Institution:** Humboldt State University

**Term:**
- Fall Semester 2018
- Fall Semester 2019
- Fall Semester 2020
- Fall Semester 2021
- Spring Semester 2019
- Spring Semester 2020
- Spring Semester 2021
- Summer Semester 2019
- Summer Semester 2020
- Summer Semester 2021

**Select all that apply:**
- I am on Active Duty
- I am in the Reserves
- I am in the National Guard

**Questions / Instructions:**

> If you have any questions, use the comment box below or call the Veterans Enrollment and Transition Services at (707) 525-6272. Questions in the comment box will be answered in 1-2 business days.

> 254 characters remaining

**Enrollment to Register**

The VA requires Humboldt State University to verify progress toward your degree.

The Veterans Enrollment and Transition Services will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

**My Class Schedule**

<table>
<thead>
<tr>
<th>Cert. Request</th>
<th>Subject</th>
<th>Cat#</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
<th>Withdrawal Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Term Units:** 0.00

**Select Classes to Certify**

*Updated August 2021*
Step 5

Selecting courses to be certified.

1. On the bottom-right of the page click on “Select Classes to Certify.”
2. After reading the information provided acknowledge your understanding and agreement by checking the box next to the red text.
3. Select the box to the right of each course that you would like to be certified for this term.
4. After all eligible courses have been selected click on “Submit Request” on the bottom of the page.
The Veterans Enrollment and Transition Services at Humboldt State University 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. Certification 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 VETS.
- 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 VETS 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.

Updated August 2021
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 VETS 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 6**

Once the certification has been submitted how to go back and edit it.

1. Acknowledge that the certification has been submitted by clicking “OK.”
2. If you would like to go back and make any changes to your certification, such as a selecting a new class that you have enrolled in or deselecting a class that you have dropped, click on “Update Classes to Certify.”
3. Now follow the same procedure that was outlined in step 5.

---

Updated August 2021
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 (full-time or part-time). 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 VETS.
- 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 VETS 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.

<table>
<thead>
<tr>
<th>Request</th>
<th>Subject</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
<th>Withdrawal Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 241</td>
<td>1</td>
<td>Elements Of Linear Algebra</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td>MATH 311</td>
<td>1</td>
<td>Vector Calculus (2) F.</td>
<td>2.00</td>
<td>Enrolled</td>
<td></td>
<td>04/14/20</td>
</tr>
<tr>
<td>PHYX 324</td>
<td>1</td>
<td>Analytical Mechanics</td>
<td>4.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td>PHYX 360</td>
<td>11</td>
<td>Physics of Stars &amp; Planets</td>
<td></td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td>PHYX 360</td>
<td>10</td>
<td>Physics of Stars &amp; Planets</td>
<td>4.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
</tbody>
</table>
Benefit Information for: Fall Semester 2020

*Veterans Service Branch: Air Force
*VA Education Benefit: Chapter 33 - Post 9/11 G.I. Bill
*Relationship to Veteran: Self

If you have any questions, use the comment box below or call the Veterans Enrollment and Transition Services at (707) 826-6272. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

254 characters remaining

Attach any documentation that supports your certification request (if applicable).

Enrollment to Certify for: Fall Semester 2020

The VA requires Humboldt State University to verify progress toward your degree.

The Veterans Enrollment and Transition Services will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

My Class Schedule - Fall Semester 2020

<table>
<thead>
<tr>
<th>Cert Request</th>
<th>Subject</th>
<th>Code</th>
<th>Section</th>
<th>Description</th>
<th>Units Taken</th>
<th>Status</th>
<th>Withdrawal Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH</td>
<td>241</td>
<td>1</td>
<td>Elements Of Linear Algebra</td>
<td>3.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td></td>
<td>MATH</td>
<td>311</td>
<td>1</td>
<td>Vector Calculus (2) F.</td>
<td>2.00</td>
<td>Enrolled</td>
<td></td>
<td>04/14/20</td>
</tr>
<tr>
<td></td>
<td>PHYS</td>
<td>324</td>
<td>1</td>
<td>Analytical Mechanics</td>
<td>4.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td></td>
<td>PHYS</td>
<td>360</td>
<td>11</td>
<td>Physics of Stars &amp; Planets</td>
<td></td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
<tr>
<td></td>
<td>PHYS</td>
<td>360</td>
<td>10</td>
<td>Physics of Stars &amp; Planets</td>
<td>4.00</td>
<td>Enrolled</td>
<td></td>
<td>04/13/20</td>
</tr>
</tbody>
</table>

Total Term Units: 13.00

Update Classes to Certify

Fall Semester 2020

The certification request for this term has already been completed. To submit a change to certified classes, select the "Update Classes to Certify" button. Contact the Veterans Enrollment and Transition Services if you have any questions or need to make other changes.

Submitted Date: 08/10/2021
Requested Units: 13

Updated August 2021