VA-1 STATEMENT OF UNDERSTANDING

VA student veterans are responsible for the following items in order to be certified to VA for Montgomery G.I. Bill education benefits.

1. Apply and be accepted to UTPB through the Admissions Office, (www.utpb.edu) for the electronic application.

2. Supply DD Form 214 (Member 4); Certificate of Eligibility; VA Form 22-1995 Request for Change of Program or Place of Training (www.vets.gov); Military Transcript (https://jst.doded.mil/smart/signin.do); Degree Plan. Failure to submit all documents will result in delay of certification to VA.

3. VA1 & VA2 forms need to be submitted thirty (30) days prior to the first class day of the semester in order for certification to be submitted to VA processing.

4. Class schedule changes (Adds-Drops) for the semester are the responsibility of the VA student to submit to the Certifying Official to adjust the certification to VA. Failure to do so may result in the VA student being responsible for payment to VA.

I further understand that it is my responsibility to provide the VA Certifying Official with an up-to-date degree plan and other required documentation to allow processing of my VA education benefits. Changes to degree plans must be in writing and be signed by my academic advisor. I understand that I will not be certified for any course work until I have provided the Veterans Representative with the required documentation.

By signing this document you signify you are aware of your responsibility to submit all necessary documents to the Certifying Official in order for you to receive Montgomery G.I. Bill education benefits.

UTPB VA Certifying Official: Ralph Jimenez M. A., Associate Registrar

MB 1231
1-432-552-2638
Jimenez_r@utpb.edu

1. NAME:_______________________________ STUDENT ID:______________________________

2. MAJOR:______________________________ SEMESTER/YEAR:____________________________

3. SIGNATURE:___________________________ DATE:_____________________________