



REQUEST FOR VA CERTIFICATION

This form must be completed each semester.

Please fill out this form completely. Incomplete forms will be rejected.

Student Information

Name: _____ Date: _____
Last First M.I.

Social Security# _____ Student ID#: _____ VA File#: _____
Only enter last four if submitting via email CH 35 DEA ONLY (Include suffix letter)

Address: _____ E-mail Address: _____

Phone: _____ Degree Plan: _____ Have you been certified by TVCC before? YES NO

Indicate benefit being used: 30(MGIB) 31(VR&E) 33(Post 9/11) 35(DEA) 1606(Reserve) 1607(REAP)

Is this your graduating semester? YES NO
 Are you using transferred entitlement? YES NO
 If so, are you the spouse or child? Spouse Child

Have you changed your address since your last certification? YES NO N/A
 Are you on Active Duty? YES NO

Have you changed degree plans since your last certification? YES NO N/A
 Are you using Active Duty Tuition? YES NO

If yes, submit VA form 22-1995/5495

Are you taking courses at another college/institution for this semester? YES NO
 Are you using Hazlewood? YES NO

Enrollment Information

Indicate which semester you would like certified. List ALL courses during the specified semester for which you are requesting certification. Include courses being taken at other colleges/institutions.

YEAR: _____ FALL SPRING SUMMER

Course Prefix	Course Number	Course Title	Start Date	End Date	Institution
EXAMPLE: GBK	311	Business Statistics	6/08/12	8/11/12	TVCC

If you are repeating any courses listed, indicate them here:

Do all of the courses listed above meet the requirements of your degree plan? YES NO

****Read and sign back page. Unsigned request will be rejected.****



Request for VA Certification

Terms and Conditions

1. Incomplete Requests for VA Certification will be rejected. All required documents must be on file before request will be processed.
2. A Request for VA Certification must be submitted each semester and when enrollment status changes.
3. Only courses listed on the Request for VA Certification and in which the student is actively enrolled will be certified. Discrepancies between the Request for VA Certification and the students' registration record may result in processing delays or rejection of the request.
4. A current degree plan must be on file with the Trinity Valley Community College (TVCC) Veterans Services Office. Courses which are NOT required for your degree will not be certified unless a course substitution letter signed by your academic advisor is provided to the TVCC Veterans Services Office. The Veterans Services Office must be notified when a degree plan is changed.
5. A Parent Institution Letter (PIL) must be requested if a student is concurrently enrolled at Trinity Valley Community College and another institution of higher education. The PIL verifies the course is required for the degree and authorizes the other institution to certify your enrollment.
6. Official communication from the Veterans Services Office will be sent via your Trinity Valley Community College student email.
7. Changes in enrollment may result in a student debt to Trinity Valley Community College or to the Department of Veterans Affairs. All student debts to TVCC must be cleared before enrollment in future terms is permitted.

I certify I have read and understand the attached terms and conditions and the information I have provided is accurate and can be used by the Veterans Services Office at TVCC for certification purposes.

Signature: _____ Date: _____

Forms can be submitted in person or mailed to:

100 Cardinal Dr.
Athens, TX 75751

Forms can be submitted via email or fax to:

veterans@tvcc.edu

Fax: (903) 675-6345