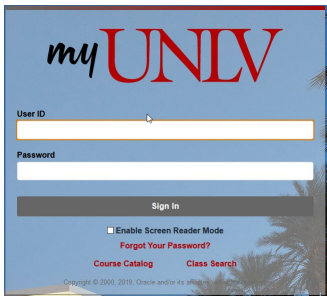

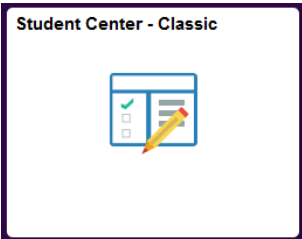
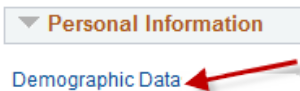


# UNLV | MILITARY & VETERAN SERVICES CENTER

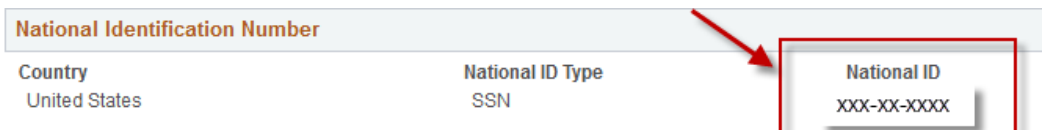
## Enter a new Certification Request

Step	Action								
1.	<p data-bbox="191 447 1485 569">Log in to your <a href="#">MyUNLV</a> account. It is recommended that you use Google Chrome to complete this process. Additionally, we don't recommend using the back button in the browser. Please use the left side navigation to toggle back and forth between pages once you are in the Certification Request area of the portal.</p> <div data-bbox="289 600 613 894" style="display: inline-block; vertical-align: top;">  </div> <div data-bbox="678 600 943 894" style="display: inline-block; vertical-align: top; margin-left: 20px;"> <table border="1"> <thead> <tr> <th>Instructions</th> </tr> </thead> <tbody> <tr><td>Service Details</td></tr> <tr><td>Semester Profile</td></tr> <tr><td>Supplemental Documents</td></tr> <tr><td>Choose Classes for Cert</td></tr> <tr><td>Acknowledgements and Submit</td></tr> </tbody> </table> </div> <p data-bbox="191 930 332 957">Reminders:</p> <ul style="list-style-type: none"> <li data-bbox="240 961 1385 993">• <b>Read all instructions provided throughout this Certification Request process carefully.</b></li> <li data-bbox="240 995 1156 1026">• <b>Verify that your current mailing address is reflected correctly in MyUNLV.</b> <ul style="list-style-type: none"> <li data-bbox="337 1026 1198 1058">○ Click the <i>Personal Information</i> tile on your <i>Rebel Student Homepage</i>.                     <div data-bbox="396 1066 695 1304" style="border: 2px solid purple; padding: 5px; margin: 5px 0;">  </div> </li> <li data-bbox="337 1335 1481 1425">○ Click the <i>Addresses</i> page in the left side navigation to view and update your address as needed. <b>Complete any MAILING address changes prior to submitting your Certification Request.</b> <div data-bbox="386 1442 690 1568" style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <table border="1"> <tbody> <tr> <td> Personal Details</td> </tr> <tr> <td> <b>Addresses</b> <span style="color: red; font-size: 1.2em;">←</span></td> </tr> </tbody> </table> </div> </li> </ul> </li> <li data-bbox="240 1604 927 1635">• <b>Verify that your SSN is reflected correctly in MyUNLV.</b> <ul style="list-style-type: none"> <li data-bbox="337 1635 1247 1667">○ Click the <i>Student Center – Classic</i> tile on your <i>Rebel Student Homepage</i>.                     <div data-bbox="396 1682 695 1919" style="border: 2px solid purple; padding: 5px; margin: 5px 0;">  </div> </li> </ul> </li> </ul>	Instructions	Service Details	Semester Profile	Supplemental Documents	Choose Classes for Cert	Acknowledgements and Submit	Personal Details	<b>Addresses</b> <span style="color: red; font-size: 1.2em;">←</span>
Instructions									
Service Details									
Semester Profile									
Supplemental Documents									
Choose Classes for Cert									
Acknowledgements and Submit									
Personal Details									
<b>Addresses</b> <span style="color: red; font-size: 1.2em;">←</span>									

- Click the *Demographic Data* link found under the *Personal Information* section.



- Verify that your SSN is listed correctly in the *National ID* field.



**Note:** If your SSN is incorrect you will be required to submit a *Request to Change Personal Identification Data Form* to the Registrar (<https://www.unlv.edu/registrar/forms>) along with any other required documentation. In addition, please also alert the MVSC of the SSN issue.

- Contact the MVSC office if you have any questions.  
Phone: 702-895-2290  
Email: [veterans@unlv.edu](mailto:veterans@unlv.edu)  
Location: SSC-A, Room 311

**Note for mobile users:**

- If using a smart phone or tablet you will need to click on the blue button to expand the left side navigation portion of this process. This will be required if you want to toggle between pages.



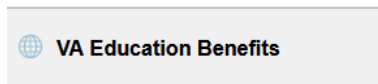
2. **Search for the VA Education Benefits Page.**

Process Notes:

- Click the *Resources* tile on your *Rebel Student Homepage*.



- Click the *VA Educations Benefits* option found in the left side navigation.



3. **Select Term and VA Benefit chapter.**

Process Notes:

- **Read all page disclaimers** found at the top of each page carefully before proceeding to the next step of the Certification Request process. This will aid with accuracy and help you avoid processing delays.
- Click the *New Term* button.



- Click the magnifying glass in the *Term* field to pull up the terms available for certification. **Select the *Term* in the list of available options that you wish to request certification for.**

- Click the magnifying glass in the *VA Chapter* field to pull up the list of VA benefit chapters. **Select the *VA Chapter* you fall under in the list of available options.**

- Verify that the selections made in *Term* and *VA Chapter* fields are correct. Make necessary adjustments as needed and click the *OK* button.

- Pay close attention to the *Missing Information in the following Pages* text as you navigate through the process.** This will show you what page you are missing required information on. You cannot submit a Certification Request unless **all** required information has been provided. If you see you are missing information on a specific page, you will need to navigate back to that page and complete it.

**Missing Information in the following Pages:**

- Semester Profile Page: Missing Answers
- Choose Classes for Cert Page: No classes selected for Certification
- Acknowledgements and Submit Page: Missing Acknowledgements

As you complete pages they will drop off the list. For example, the required information was completed on the *Semester Profile* page so the alert *Semester Profile Page: Missing Answers* is no longer listed.

**Missing Information in the following Pages:**

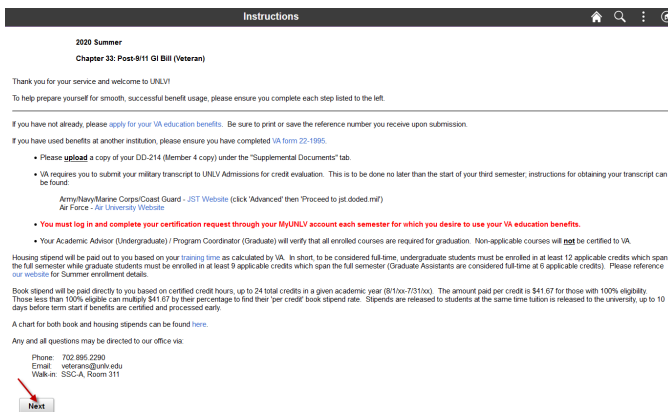
- Choose Classes for Cert Page: No classes selected for Certification
- Acknowledgements and Submit Page: Missing Acknowledgements

4. **View Instructions.**

<b>Instructions</b>
Service Details
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

**Process Notes:**

- Read through the chapter specific *Instructions*. Click the *Next* button when finished.

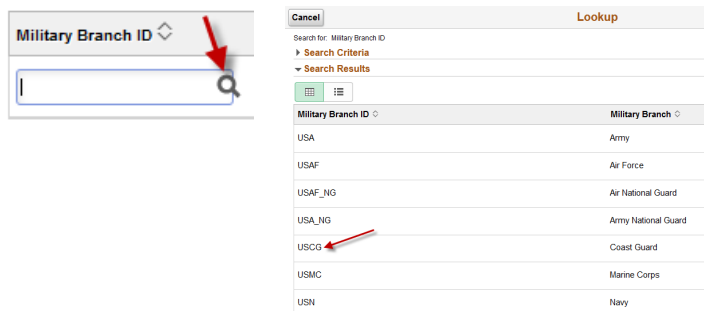


5. **Complete the Service Details information for the service member.**

Instructions
<b>Service Details</b>
Semester Profile
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit

**Process Notes:**

- Click the magnifying glass in the *Military Branch ID* field to pull up the list of Military Branches. **Select the Military Branch the service member served in.** If you are a dependent and do not know this information you can leave it blank.



- Click the calendar icons to add both service *Start Date* and *End Date* information. **Select the service dates using the pop-up Calendar.**

- Click the *Currently Active Duty?* dropdown to indicate whether or not the service member is currently active duty (excluding being activated while in the Guard/Reserves).

- Click the + button to add service information or the – button to remove service information.

- Click the *Save & Next* button.

**Additional instruction for Chapter 35 students only:**

- Select your relationship to the sponsor in the *Relationship* dropdown.

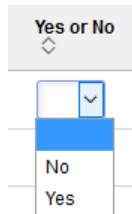
- Provide your sponsor's VA file number in the *Sponsor VA File Number* text box. **This number is required** and may be a 9-digit SSN or the file number may start with a "C" followed by 8 digits.

6. Complete the *Semester Profile* section.

Instructions
Service Details
<b>Semester Profile</b>
Supplemental Documents
Choose Classes for Cert
Acknowledgements and Submit


Process Notes:

- Read each question and select whether it applies to you in the *Yes or No* dropdown.



- Click the *Save & Next* button once all the questions have been answered. **Please note each question requires an answer.**

	Yes or No
I am a new benefit user at UNLV.	Yes
I have changed my major or added an additional major(s).	No
I am currently on active duty.	No
I am using Department of Defense (DoD) Tuition Assistance for this semester.	No
I am using the Nevada National Guard waiver this semester.	No
I will be using NSHE/UNLV Grant-In-Aid this semester.	No
I am a Graduate Assistant and understand any tuition waiver applied to this semester will be deducted from tuition and fees certified to VA under Post-9/11 benefits.	No
I am planning to study abroad this semester.	No
<small>Note: if you are planning to study abroad at any point during your program, please START EARLY and contact one of our School Certifying Officials directly to understand how your benefits interact with this opportunity!</small>	No

 **Save & Next**

7. Attach *Supplemental Documents*.

Instructions
Service Details
Semester Profile
<b>Supplemental Documents</b>
Choose Classes for Cert
Acknowledgements and Submit

**Save all documents to be uploaded using the naming convention listed below.**

NSHE\_LastName\_(short doc description)  
 Example: 1234567890\_Smith\_COE

Process Notes:

- Refer to the list displayed on this page to determine what documents are needed. **This will vary by chapter. Some documents are submitted only once and some documents are needed each semester.**

Institution	Empl ID	VA Form ID	VA Form	Form Upload Status	Verified Indicator
UNLV1	2000672004	22-1995	Change of Program or Place of Training - Service Member	Not Loaded	No
UNLV1	2000672004	COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)	Not Loaded	No
UNLV1	2000672004	DD-214	Certificate of Release or Discharge from Active Duty	Not Loaded	No

- Click the magnifying glass in the *VA Form ID* field to pull up the list of document names. **Select the VA Form ID for the document you wish to upload.**

VA Form ID	Long Description
22-1995	Change of Program or Place of Training - Service Member
22-5495	Change of Program or Place of Training - Dependent
COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)
COE_30_06	Certificate of Eligibility - CH 30 (MGIB) / CH 1606 (MGIB-SR)
DD-214	Certificate of Release or Discharge from Active Duty

- Click the *Add Attachment* button.

Form Upload Status Updated on Save

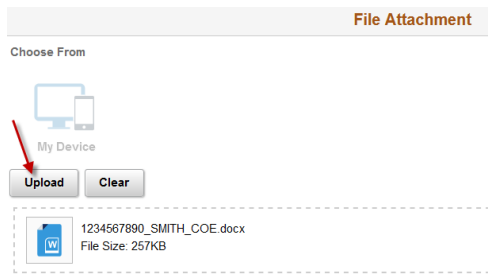
VA Form ID	Attached File	View
COE		View

- Click the *My Device* icon.

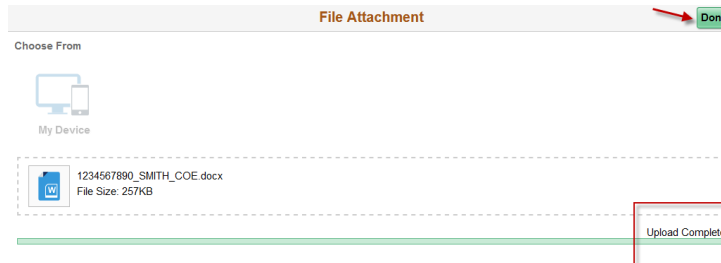
- Select the file you want to upload from your device (**make sure to use the proper naming convention displayed below when saving the document prior to upload**). Click the *Open* button.

NSHE\_LastName\_(short doc description)  
 Example: 1234567890\_Smith\_COE

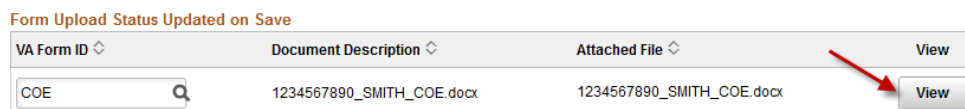
- Click the *Upload* button.



- Click the *Done* button once the upload is complete.



- View the document by selecting the *View* button.



- Click the + button to add additional documents.



- Click the *Save & Next* button.



**Important note for Graduate students:** As a graduate student you are required to provide a plan of study to the MVSC in order for the office to process your Certification Request. This needs to be done each semester in which you wish to use benefits. The plan of study should include all classes already taken (including applicable transfer credit) with the semester and grade listed as well as the current classes that are being requested for certification. The plan of study should also outline the requirements needed for the degree. **Blank plans of study will not be accepted.**

For instructions please watch the video on [How to Use Forms in the Grad Rebel Gateway](#). Plan of study documents for individual degrees or programs can be found in the [Degrees Directory](#). If you need additional assistance please reach out to your graduate coordinator.



8. Complete the *Choose Classes for Cert* section.

Instructions
Service Details
Semester Profile
Supplemental Documents
<b>Choose Classes for Cert</b>
Acknowledgements and Submit

Process Notes:

- Verify that your major(s) listed in the *Plan* field is/are accurate. Each declared major will have its own row for verification.

**Single declared Plan** – Yes will already be selected in the *Plan Selected* field as that is the only option.

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		04/09/2020	1	<input checked="" type="checkbox"/> Yes	Undergraduate Degree-Seeking	Hospitality Management BS	10/21/2018

**Multiple declared Plans** – Student will need to determine which majors for which they are requesting class certification by moving the toggle to Yes in the *Plan Selected* field.

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input type="checkbox"/> No	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input type="checkbox"/> No	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

One major requested...

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input checked="" type="checkbox"/> Yes	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input type="checkbox"/> No	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

Multiple majors requested...

Career, Program and Plan

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan	Decl Date
1 Undergrad		10/15/2019	1	<input checked="" type="checkbox"/> Yes	Undergraduate Degree-Seeking	Kinesiological Sciences BS	10/15/2019
2 Undergrad		10/15/2019	1	<input checked="" type="checkbox"/> Yes	Undergraduate Degree-Seeking	Nursing PRE	01/02/2019

- Select the degree applicable classes for certification by moving the toggle to Yes in the *Request Certification* field on each class you wish to have certified.

Class	Class Code	Description	Status	Request Certification	Drop	Drop Date	Certified	Grading Basis	Basis Dt	Updated By	Updated
51584	TCA-201-1001	Hosp Career Develop	Enrolled	<input checked="" type="checkbox"/> Yes	No			GRD	03/19/2020		
51911	PSC-101-1001	Intro Amer Politics	Enrolled	<input type="checkbox"/> No	No			GRD	03/19/2020		
52670	PHIL-102-1010	Crit Thinking & Reasoning	Enrolled	<input type="checkbox"/> No	No			GRD	04/06/2020		
52824	PBH-205-1001	Intro to Public Health	Enrolled	<input type="checkbox"/> No	No			GRD	04/06/2020		
52981	COM-101-1011	Oral Communication	Enrolled	<input type="checkbox"/> No	No			GRD	03/19/2020		

- Click the Save & Next button.


Career, Program and Plan

Career Show All

Career	Career Nbr	Eff Date	Sequence	Plan Selected	Program	Plan
1	Undergrad	04/09/2020	1	<input checked="" type="checkbox"/>	Undergraduate Degree-Seeking	Hospitality Management BS

Class	Class Code	Description	Status	Request Certification	Drop	Drop Date	Certified	Grading Basis
51594	TCA-201-1001	Hosp Career Develop	Enrolled	<input checked="" type="checkbox"/>	No			GRD
51911	PSC-101-1001	Intro Amer Politics	Enrolled	<input checked="" type="checkbox"/>	No			GRD
52670	PHIL-102-1010	Crit Thinking & Reasoning	Enrolled	<input checked="" type="checkbox"/>	No			GRD
52824	PBH-205-1001	Intro to Public Health	Enrolled	<input checked="" type="checkbox"/>	No			GRD
52981	COM-101-1011	Oral Communication	Enrolled	<input checked="" type="checkbox"/>	No			GRD

 Save & Next

9. Complete the Acknowledgements and Submit section.

- Instructions
- Service Details
- Semester Profile
- Supplemental Documents
- Choose Classes for Cert
- Acknowlegements and Submit

Process Notes:


- Read and acknowledge each question by selecting Yes in the *I have read and understand* dropdown. **All questions require a Yes response.**

I have read and understand

1 I understand that all communications from UNLV's MVSC will be sent to my Rebelmail, and that I must ensure I access my Rebelmail regularly. On rare occasions, the UNLV MVSC may call me; therefore I understand the importance of ensuring my contact information is regularly updated in MyUNLV. Additionally, I understand that failure to respond to UNLV MVSC emails may result in my certification being delayed.

2 I understand that I am ultimately responsible for charges that accrue on my UNLV account. I understand that I will be certified and paid accordingly based on my chapter and benefit percentage. Late fees, non-residency fees, and residential life fees are examples of charges that are never covered by the VA.

- To avoid late fees I will submit my request for certification prior to the **published deadline** each semester.
- To avoid non-residency fees, I will complete the *NSHE Veterans, Spouses, and Dependents Form for Determination of Tuition Charges* and provide the required supporting documentation.



**IMPORTANT NOTE: If you have not verified your mailing address as directed at the beginning of this instruction set please do so prior to proceeding with the acknowledgements. It is critical that your mailing address is correct in MYUNLV as that is the address reported to the VA.**

I have read and understand

1 I acknowledge that my **mailing address** in MYUNLV is accurate and will be used for certification to the VA and that the VA will use this address for mailed communication about my VA Education Benefits.

Yes

- Click the **Save** button.

I understand that I must ensure submission of my military transcripts to UNLV Admissions prior to the start of my third semester. Failure to submit transcripts for evaluation prior to my third semester will result in UNLV reporting missing transcripts to the VA.

7 To obtain military transcripts: Yes

Army/Navy/Marines/Coast Guard: [JST Website](#) (click 'Advanced' then 'Proceed to jst.doded.mil')

Air Force: [Air University Website \(CCAF\)](#)

I understand that I may seek FREE assistance from the various tutoring/academic resources around campus, such as:

8 [UNLV Academic Success Center Tutoring](#)  
[UNLV Academic Success Center Supplemental Instruction](#)  
[UNLV Writing Center \(also here\)](#)  
[UNLV Libraries](#)  
[UNLV Department of Mathematical Sciences Tutoring Clinic](#) Yes

Should I find myself academically struggling at any point, I will immediately reach out to my resources for assistance.

**Save**

- Click the **Submit** button. **The Submit button will only display if you have answered all the required information.**

I understand that I must ensure submission of my military transcripts to UNLV Admissions prior to the start of my third semester. Failure to submit transcripts for evaluation prior to my third semester will result in UNLV reporting missing transcripts to the VA.

7 To obtain military transcripts: Yes

Army/Navy/Marines/Coast Guard: [JST Website](#) (click 'Advanced' then 'Proceed to jst.doded.mil')

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[UNLV Academic Success Center Supplemental Instruction](#)  
[UNLV Writing Center \(also here\)](#)  
[UNLV Libraries](#)  
[UNLV Department of Mathematical Sciences Tutoring Clinic](#) Yes

Should I find myself academically struggling at any point, I will immediately reach out to my resources for assistance.

**Submit**

**Note:** If the **Submit** button does not appear after you hit the **Save** button please go back through each step and make sure everything has been completed. You can return to pages by clicking the corresponding navigation on the left.

Instructions

Service Details

**Semester Profile**

Supplemental Documents

Choose Classes for Cert

Acknowledgements and Submit

- Click the **Yes** button when the *Are you sure you want to Submit this Certification Request?* pop-up appears.

Are you sure you want to Submit this Certification Request?

**Yes** **No** **Cancel**

- Click the **OK** button when the *Your certification request has been initiated...* pop-up appears.

Your certification request has been initiated and is in a queue waiting to be routed to your advising center/graduate coordinator for course applicability approval.

**OK** **Cancel**

10.

**IMPORTANT REMINDERS**

- A Certification Request will need to be completed for each semester you wish to use your benefit.
- Only degree applicable classes can be certified to the VA.
- VA requires valid proof of need for preparatory classes taken prior to the Fall 2021 semester such as MATH95/MATH95CX, MATH96/MATH96CX, ENG101E, and CHEM103. *Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.*
- VA requires valid proof of need for corequisite classes taken starting with the Fall 2021 semester and on such as MATH classes 120E+20B, 124E+24B, 126E+26B, and the ENGLISH plus lab classes ENG101+101L+105L. *Proof of need can be provided in the form of transfer credit, ACT/SAT exams, ALEKS, and departmental placement tests.*
- VA only approves the minimum requirements needed for graduation. Minors are not approved.
- Honors classes can only be certified if they directly replace a degree requirement for the actual major.
- If you add a class, get in a waitlisted class, add another major, and/or change your major you will need to update your Certification Request to include the newly enrolled class(es) or added major(s). Please reference the *Certification Request – Add Class(es) and Update Major(s)* instruction set for details.
- To check the *Status* of your Certification Request, log in to your MyUNLV portal. Please reference the *Certification Request – Status Check* instruction set for details.
- To make changes to a Certification Request, other than adding classes and/or updating a major, please reference the *Certification Request – Update Entry* instruction set for details.