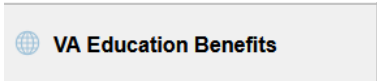


# UNLV | MILITARY & VETERAN SERVICES CENTER

Update a current Certification Request to add service details, additional documents, and/or add responses

Step	Action
1.	<p>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 style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="285 659 610 953"> </div> <div data-bbox="675 659 943 953"> </div> </div> <p>Reminders:</p> <ul style="list-style-type: none"> <li>• <b>Read all instructions provided throughout this process carefully.</b></li> <li>• Contact the MVSC office if you have any questions.              Phone: 702-895-2290              Email: <a href="mailto:veterans@unlv.edu">veterans@unlv.edu</a>              Location: SSC-A, Room 311</li> </ul> <p><b>Note for mobile users:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <div data-bbox="293 1310 386 1457" style="text-align: center;"> </div>
2.	<p><b>Search for the VA Education Benefits Page.</b></p> <p>Process Notes:</p> <ul style="list-style-type: none"> <li>• Click the <i>Resources</i> tile on your <i>Rebel Student Homepage</i>.</li> </ul> <div data-bbox="293 1665 610 1906" style="text-align: center;"> </div>

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



3. Determine which Certification Request you need to modify from the displayed list.

Process Notes:

- Click the value in the *Term* field for the term you wish to modify.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	VERIFY	Your certification request has been routed to the MVSC for the preparation and verification needed to certify.		05/13/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

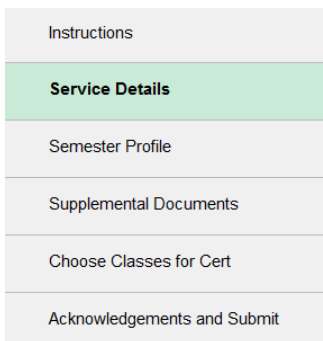
Note: A Certification Request **cannot** be modified if it is in **ROUTED** status. You will need to check back and modify the selected term once the status has changed out of **ROUTED**.

Term	VA Chapter	Certification Status	Student Status	Additional Notes	Status Date
1 2020 Summer	Chapter 33: Post-9/11 GI Bill (Veteran)	ROUTED	Your certification request has been routed to your advising center for course applicability approval.	Re-routed for additional course approval due to second major.	05/11/2020
2 2020 Fall	Chapter 33: Post-9/11 GI Bill (Veteran)	INITIATED	Your certification request has been initiated and submitted for processing.		05/11/2020

4. Navigate to the page(es) you wish to modify or add to. ***Please be aware that some pages may not be available for editing. Editable access of certain items is dependent upon what status your certification is in.***

Process Notes:

- Click the *Service Details* page found in the left side navigation to change and/or add to the service details (all Chapters) or Sponsor's information (Chapter 35 only).



2020 Spring  
 Chapter 35: Dependents' Educational Assistance Program (DEA)  
 Relationship: Child  
 Sponsor VA File Number: 789456123

Please select whether you are the child or spouse dependent and then enter your sponsor's VA file number.  
 NOTE: The VA file number may begin with a 'C' and contain 8 digits total or be made up of all numbers containing 9 digits total.  
 If you know your sponsor's service branch and service dates, please feel free to include this information below. You may click "+" to expand for multiple periods or branches of service.

Military Branch ID: USA  
 Military Branch: Army  
 Start Date: [calendar icon]  
 End Date: [calendar icon]  
 Active Duty: No  
 Updated By: 200009458

- Click the *Save & Next* button.



- Click the *Semester Profile* page found in the left side navigation to answer missing required questions. *This option will only be available if there are new questions that you have not already provided an answer to.*

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

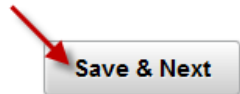
2020 Spring  
Chapter 35: Dependents' Educational Assistance Program (DEA)

Please ensure all questions are answered appropriately for the term you are requesting benefits.  
Note: Answering "Yes" to any of the questions may require additional documentation or have an impact on your benefit certification.

	Yes or No ⌵	Term Responded ⌵	Updated By ⌵	Updated ⌵
I am a new benefit user at UNLV.	No		2000996458	10/13/20 8:39AM
I have changed my major or added an additional major(s).	No		2000996458	10/13/20 8:39AM
I am using Department of Defense (DoD) Tuition Assistance for this semester.	No		2000996458	10/13/20 8:39AM
I am using the Nevada National Guard waiver this semester.	No		2000996458	10/13/20 8:39AM
I will be using NSHE/UNLV Grant-In-Aid this semester.	No		2000996458	10/13/20 8:39AM
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		2000996458	10/13/20 8:39AM
I am planning to study abroad this semester.	No		2000996458	10/13/20 8:39AM

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!

- Click the *Save & Next* button.



- Click the *Supplemental Documents* page found in the left side navigation to add any additional document(s). *If this option is not available please email your document(s) to [veterans@unlv.edu](mailto:veterans@unlv.edu) and the MVSC can upload it for you.*

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

**Make sure to use the proper naming convention displayed below when saving the document prior to upload.**

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

2021 Spring  
 CH 35: Dependents' Educational Assistance Program (DEA)

Please upload the following documents as needed:

If you receive a non-resident fee - *NSHE Veterans, Spouses and Dependents Form for Determination of Tuition Charges* - submitted once  
 If you are using Chapter 33: Post-9/11 - *Certification of Eligibility (COE)* - current copy submitted **each semester**  
 If you are using Chapter 35: Dependents' Educational Assistance (DEA) - *DEA Program Letter and Sponsor's VA File Number* - submitted once  
 If you are a transfer student - *VA Form 22-5495* - submitted once if not completed online (recommended method) with the VA  
 If you are a graduate student - *Plan of Study / Degree Plan* - current and updated copy submitted **each semester**

**IMPORTANT:** Please use the following naming convention:

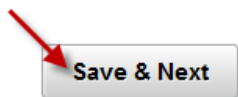
NSHE\_LastName (short doc description)  
 Example: 1234567890\_Smith\_DD-214

Institution	Empl ID	VA Form ID	VA Form	Form Upload Status	Verified Indicator	Updated
UNLV1	5001299662	22-5495	Change of Program or Place of Training - Dependent	Not Loaded	No	
UNLV1	5001299662	ACAD_REQ	Degree Sheet / Plan of Study / Companion Sheet	Not Loaded	No	
UNLV1	5001299662	COE	Certificate of Eligibility - CH 33 (Post-9/11) / CH 35 (DEA)	Not Loaded	No	
UNLV1	5001299662	RES_WAIVER	NSHE Residency Waiver	Not Loaded	No	

Form Upload Status Updated on Save

VA Form ID	Document Description	Attached File	View	Add Attachment	Updated By	Updated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="View"/>	<input type="button" value="Add Attachment"/>	<input type="text"/>	<input type="text"/>

- Click the **Save & Next** button.



- Click the **Acknowledgements and Submit** page found in the left side navigation to review and acknowledge any missing statements. *This option will only be available if there are new acknowledgements that you have not already provided an answer to.*

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

2020 Spring  
 Chapter 35: Dependents' Educational Assistance Program (DEA)

Please read and acknowledge your understanding of all statements below. Should you have any questions, please STOP and contact our office:

Phone: 702.895.2290  
 Email: veterans@unlv.edu  
 Walk-in: SSC-A, Room 311

	I have read and understand	Created By	Updated
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.	Yes	2000996458	10/13/2020 8:39AM
2 I understand that I am responsible for charges that accrue on my UNLV account. I understand that I will be certified and paid accordingly based on my chapter and rate of pursuit. • To avoid late fees please make payment arrangements for your account by the <b>published deadline</b> each semester (Chapter 31 students will have their account balance moved to a third party contract for later payment from the VA once certified). • To avoid non-residency fees, I will complete the <i>NSHE Veterans, Spouses, and Dependents Form for Determination of Tuition Charges</i> and provide the required supporting documentation.	Yes	2000996458	10/13/2020 8:39AM

- Click the **Save & Next** button.

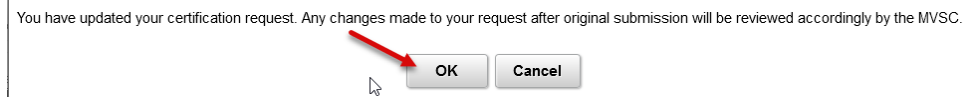


5. **Verify change was saved.**

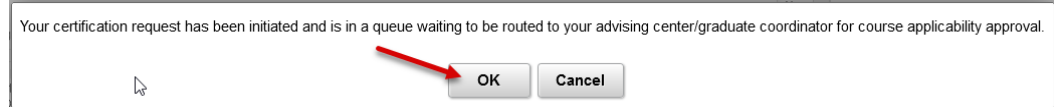
## Process Notes:

- Click the *OK* button when the pop-up(s) display after you have clicked the *Save & Next* button. It will show a different message depending on what type of change you made to your Certification Request. If you have multiple changes you will need to interact with multiple pop-ups.

- If you made changes, other than adding a class(es) and/or updating a major(s), you will see *You have updated your certification request...pop-up*.



- If you just added a class(es) and/or updated a major(s) you will see *Your certification request have been initiated...pop-up*.



- If one of the above pop-ups does not appear then you may be missing some required information that needs to be completed before the new changes can be updated and saved.
  - Please view the ***Missing Information in the following Pages*** section at the bottom of the page. This will show you what page you are missing required information on. You cannot save a change to 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](#)Acknowledgements and Submit Page: [Missing Acknowledgements](#)6. **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.