



# Veteran's Request for Certification

TERM TO CERTIFY: YEAR \_\_\_\_\_  FALL  SPRING  SUMMER

Are you currently taking courses at another institution? YES / NO If yes, where? \_\_\_\_\_

## PROFILE

NAME \_\_\_\_\_ NEIU ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_ NEW ADDRESS?  YES  NO

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NEIU EMAIL \_\_\_\_\_

CHECK ALL THAT APPLY:  DEGREE SEEKING  STUDENT AT LARGE  BACHELOR'S  MASTER'S

\* STUDENTS MUST BE DEGREE SEEKING TO USE FEDERAL EDUCATION BENEFITS, STUDENT-AT- LARGE TYPICALLY NOT ELIGIBLE (SEE #4) \*

DO YOU PLAN ON USING FEDERAL FINANCIAL AID (FAFSA) FOR THE SELECTED TERM? YES NO

## BENEFIT(S) YOU WISH TO UTILIZE THIS TERM

### FEDERAL BENEFITS

- CHAPTER 33 (POST 9/11) Percentage \_\_\_\_\_ %
- EDITH NOURSE ROGERS STEM SCHOLARSHIP
- CHAPTER 35
- CHAPTER 30 (MGIB)
- CHAPTER 1606
- CHAPTER 31 (VOC REHAB)
- TUITION ASSISTANCE

### STATE BENEFITS

- ILLINOIS VETERANS GRANT (IVG)
- ILLINOIS NATIONAL GUARD GRANT (ING)
- ILLINOIS MIA/POW AWARD

BY SIGNING THIS FORM, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE FOLLOWING:

1. **THIS FORM MUST BE COMPLETED EVERY TERM!** REGISTER EARLY & SUBMIT THIS FORM TO VETERANS SERVICES IN ADVANCE OF THE UPCOMING TERM TO ENSURE YOU RECEIVE YOUR BENEFITS ON TIME. SEND COMPLETED FORM TO [VETDOCS@NEIU.EDU](mailto:VETDOCS@NEIU.EDU)
2. Military-connected students are eligible to register during the Advance Registration period.
3. Those seeking to utilize federal VA benefits must be taking courses that count towards their respective degree.  
(If you are not sure, please see your academic or department advisor to ensure classes count towards your degree)
4. Typically, students-at-large are not eligible for federal VA benefits. Meet with Veterans Services to discuss exceptions to this regulation.
5. Federal benefits will not cover any online class below the 100 level. All courses below the 100 level must be taken in the classroom.
6. Typically, repeat courses will not be paid for by federal VA benefits. Meet with Veterans Services to review your circumstances.
7. If you need to drop and add another course, always do so in the same day. Dropping a class and waiting a day or more to register for another class will result in a decreased payment by the VA and you will be responsible for any remaining balance.
8. If using state benefits and you withdraw from courses or drop below a cumulative 2.0 GPA (undergrad) or cumulative 3.0 (grad) you risk having your benefits withheld.
9. Before withdrawing from any course, contact Veterans Services to discuss how it may affect your funding or create a debt to the VA or NEIU. As the student, you will be held accountable for debt caused by course withdrawal.
10. Chapter 33 recipients must pursue at least 7 credits as an undergraduate and at least 5 credits as a graduate to qualify for a housing stipend. Any pursuit below 12 credits undergrad or 9 credits grad will result in a prorated housing allowance, based on the rate of pursuit.
11. Letter/Certificate of Eligibility (ING recipients excluded), DD 214 Member - 4, and Joint Service Transcripts (JST) are one-time submissions. To electronically submit your Joint Service Transcript (JST), visit <https://jst.doded.mil/jst/>.
12. **ING recipients** must annually apply for the grant through ISAC and submit the current Notice of Eligibility to Veterans Services.
13. We process what you request. **Make sure you have selected exactly which benefit(s) you wish to use.** If this form is not filled out completely and/or correctly, you will be contacted via your NEIU email and it will not be processed until corrected.

\* **IMPORTANT: I UNDERSTAND my responsibility to notify the Veterans Services Office of any changes in dependency status, address, intended major, dropped or added classes, or complete withdrawals. I UNDERSTAND that dropping a class or receiving a grade of "W" will result in reduced payment from the VA and the VA will hold the student responsible for any overpayment of benefits and/or outstanding charges/balances to NEIU.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have questions, contact the Veterans Services Office (Bldg. D-130) at (773) 442-4005.