Requesting and Submitting a VA Enrollment Certification Form

1 If you are planning to utilize VA Education Benefits at Millersville, you are required to submit a copy of your Certificate of Eligibility from the VA and Millersville University's In-House VA Enrollment Certification Form to the School Certifying Official (SCO) in the Office of Financial Aid.

Information on obtaining your Certificate of Eligibility can be found at **https://www.va.gov/education/how-to-apply/**.

2 Select the VA Enrollment Certification Forms link on the **millersville.edu/vetbenefits** webpage or navigate directly to the Student Forms portal at **millersville.studentforms.com**

Using your Millersville Single sign-on, create an account with Student Forms if you have not already done so, or log-in to your account if you already have an account created.

If you already have a Student Forms account, skip ahead to Step 6.

3 If creating an account, proceed through the required fields entering the requested information.

Millersville University

Create Account

* Required

* Preferred Email

* Confirm Email

* Choose Username ❓

* Create Password ❓

4 Ensure you accept the privacy policy in order to progress forward.

* Date of Birth

1/1/1993

* Social security number

•••••••••|

Phone Number

Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

(__)___-___

☐ *I accept the privacy policy

Create Account

By using the site, you agree to the Terms of Use.
Already have an account? Login.

5 Once you have filled in all the required fields and accepted the privacy policy, select 'Create Account'.

Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

(__)__-___

☑ * I accept the privacy policy

Create Account

By using the site, you agree to the Terms of Use.
Already have an account? Login.

Version 22.53.25539

6 Once your Account has been created, you will be directed back to the login page where you will enter your Username and Password and select 'Login'.

Millersville University

🔒 Secure Login

Username

Please fill out this field.

⊘ Username is required.   Forgot Username?
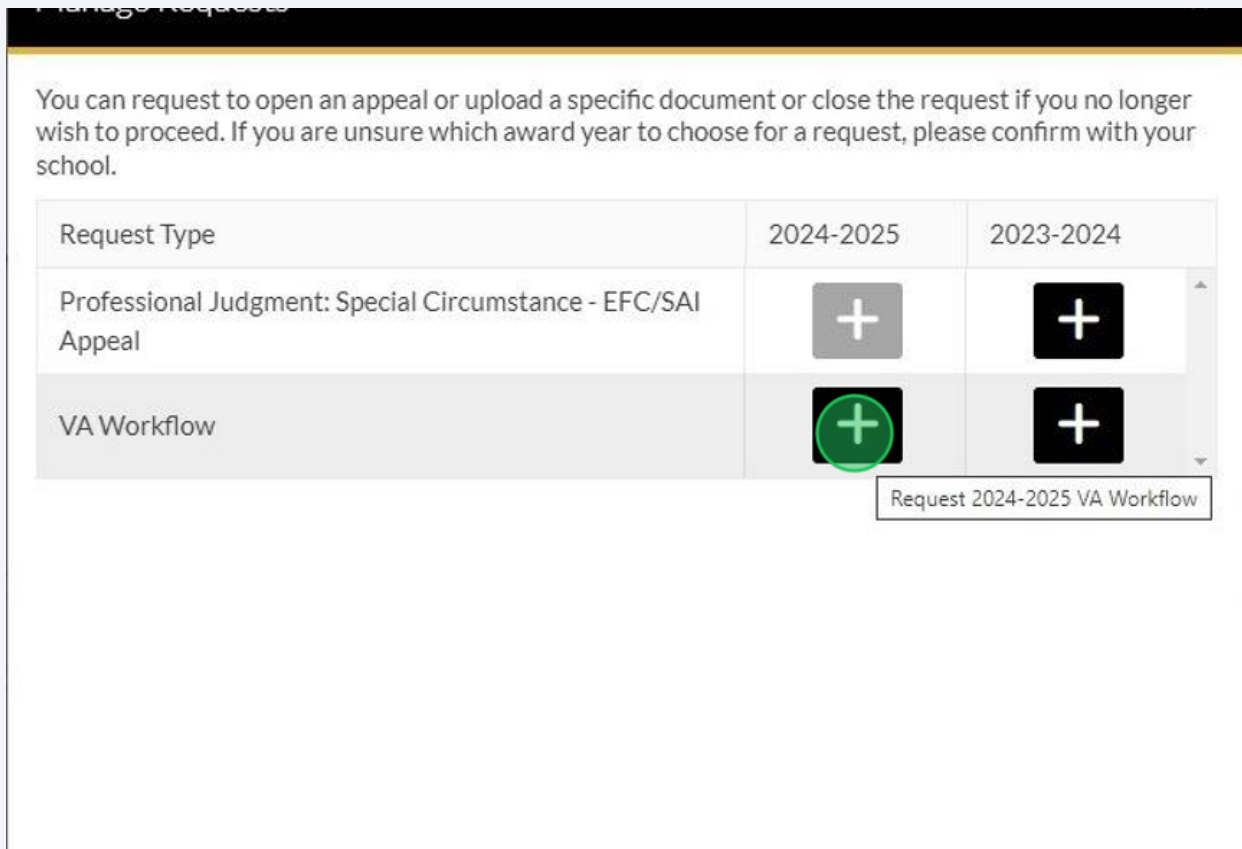
Password

👁

Forgot Password?

Login

Create Account

7 After you have logged in, you should be taken to the Student Forms Needs Action page where should select the option 'Manage Requests'.

Jorgenson ˅

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Manage Requests

8 Locate the VA Workflow and select the plus associated with the desired academic year in which you are planning to use your benefits. This will add the Workflow to your your profile.

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

Request Type	2024-2025	2023-2024
Professional Judgment: Special Circumstance - EFC/SAI Appeal	+	+
VA Workflow	+	+

Request 2024-2025 VA Workflow

9 After you select the plus, you will be prompted with a reason for your request. You can simply enter "I would like to utilize VA Education Benefits" and hit the Submit button. (Whatever you type must be at least 3 characters in length)

The information entered here will not affect your ability to complete the VA Enrollment Certification Forms.

If you've registered for classes, have VA Education Benefits, and plan to use them for the semester, write **"I would like to utilize VA Education Benefits"** in the reason for request field below.

Please explain your reason for this request.

> Enter your comments...

Characters left: 255/255

Submit   Go Back

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10 You will be notified that the Workflow was successfully added for you.

Success   ✕

Your request has been successfully created!

Ok

11 Select the Appropriate Workflow to complete your forms. Once this has been added you will have access to all forms for the academic year.

PLEASE NOTE*- Millersville's Academic Year runs from Summer through Spring (i.e. Summer 2024 through Spring 2025). Therefore, you will need to request the new workflow each summer (i.e. Summer 2025).*
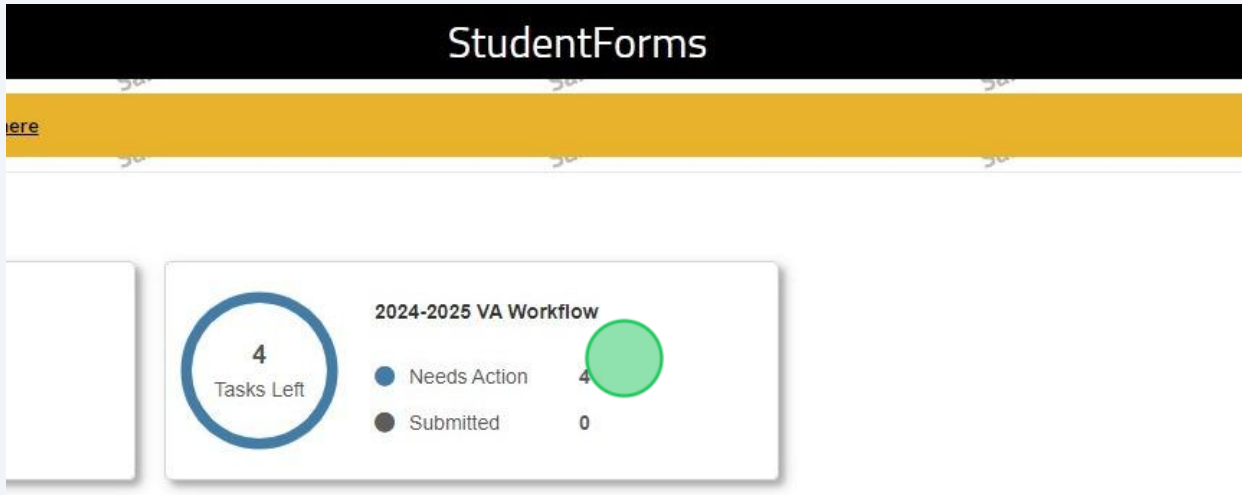
12 Select arrow next to the the desired form you wish to complete (Summer, Fall, Winter, or Spring).

Please DO NOT complete a form UNTIL you have registered for classes in that semester.
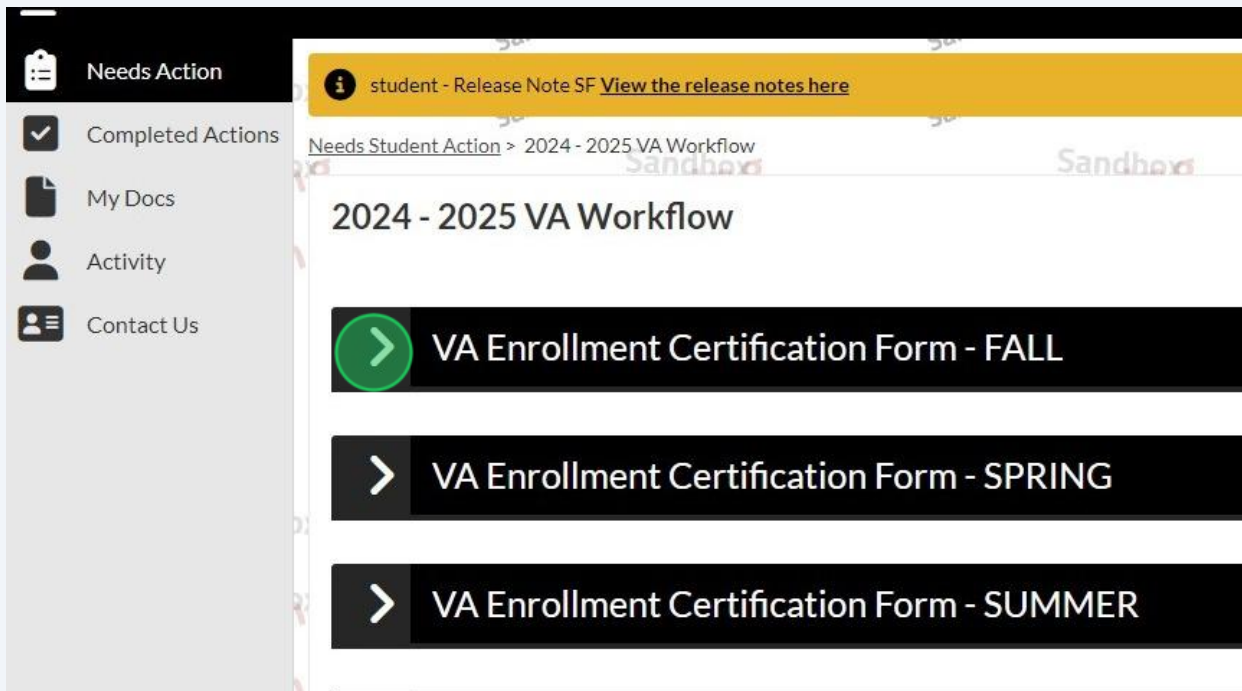
13 The Information will expand and you can select to 'Fill Out' the desired VA Enrollment Certification Form.

you've never provided these documents or are changing benefits, you will be prompted to include your Certificate of Eligibility when you ...ying Official.

e.edu/vetbenefits.

Fill Out

Submit

14 As you progress through the form, there will be question marks that appear next to the various questions on the form. If you hover over these, the will give you information and instructions to assist you in completing the form.

...my first semester and/or I have never used VA benefits at Millersville

...its are you taking this semester and planning to use VA benefits for? ❓

Enter the number of credits you want to receive VA ... semester. Note: You can request benefits for any nu... within a single class. For example, if you are registere... but only list 10 credits in this field, we'll assume an e... credits for the semester.

15 The **Student Information** section of the form will appear first and should already be pre-populated based on the account you created. Please just verify this information is correct and hit 'Continue'.

16 When you move to the **Contact Information** section, please enter the following items and select 'Continue' when finished.

- Phone number (including area code)

- Your Millersville Email Address

- Your Permanent Address

  - Street Address

  - City, State, Zip Code

Depending on whether or not you already have a profile set up with the VA Education Benefits area, these items may be needed to create your profile.

StudentForms

student - Release Note SF **View the release notes here**

Student Action > Tasks > VA Enrollment Certification Form - FALL

Enrollment Certification Form - FALL

Student Information
Contact Information
Degree Information
Benefit Information
Statement of Understanding
Review & Sign

Return to Student Tasks

(__) __-____

Phone ❓

Email

Street Address, City, State, Zip Code

Permanent Address ❓

17 The **Degree Information** section of the form will ask you to indicate what degree type you are pursuing, what your major is, if there is a change in your major since the last VA Enrollment Certification Form submission, and how many credits you wish to be certified for.

Once you have answered these questions, select 'Continue' to proceed to the next section.

Degree and Enrollment Information

Degree Type: ❓

○ Associate's Degree
◉ Bachelor's Degree
○ Master's Degree
○ Doctoral Degree
○ Non-Degree Certification

What is your current major? ❓

Under Water Basket Weaving

Has there been a change to your degree type or major since your previous submission? ❓

○ Yes
○ No
◉ N/A - this is my first semester and/or I have never used VA benefits at Millersville

How many credits are you taking this semester and planning to use VA benefits for? ❓

18 On the **Benefits Information** page, you will select the VA Education Benefit you will be using. This will be indicated on the Certificate of Eligibility you receive from the VA.

Depending on your benefit, you will be prompted for additional information.

You will also be asked if you previously submitted a Certificate of Eligibility to the SCO at Millersville. Depending on your response, you will be prompted at the end to upload a copy along with this form. **Chapter 31- Veteran Readiness and Employment students will not need to provide a copy of their Certificate of Eligibility**

Once you have completed these questions, select the 'Continue' button.

Note- If you indicate you have already submitted a Certificate of Eligibility, but have not, you will be asked to provide one at a later time. Incorrectly answering this questions can delay the submission of your information to the VA

19 Here is an example of an additional question prompt. For a student using Chapter 33 Post 9/11 GI Bill benefits, you will be prompted to provide the percentage of eligibility as listed on your Certificate of Eligibility.

- Funds are paid directly to the student and the student is responsible to pay any outstanding bill with the Office of Student Accou date.
  - ○ Chapter 1606 – Montgomery GI Bill - Selected Reserve:
    - Funds are paid directly to the student and the student is responsible to pay any outstanding bill with the Office of Student Accou date.

All Chapter 1606 recipients must verify their enrollment each month by using the WAVE application on the GI Bill Website or phone (1-877-823-2378).

What percentage eligibility do you have? ❓

Certificate of Eligibility

Have you previously submitted your Certificate of Eligibility to the Office of Financial Aid? ❓

- ○ Yes
- ○ No
- ○ I don't know
- ○ There is a change in benefit type and I will resubmit an updated copy

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20 The file section of the VA Enrollment Certification Form is the **Statement of Understanding**. Once you have initialed after each statement, you can select the 'Continue' button to review and sign the form.

It is important you read each statement and provide your initials indicating you have read and understand the policies and your responsibilities.

Enrollment Certification Form - FALL

Student Information
Contact Information
Degree Information
Benefit Information
› Statement of Understanding
Review & Sign

🔙 Return to Student Tasks

Statement of Understanding

Please initial each statement as an indication of having read and understo

Register First: I understand that I must be registered for classes before sub

Submit Every Semester: I acknowledge that it is my responsibility to compl

Degree Requirements: I am aware that only courses listed as required on n VA purposes.

Declaring a Major: I understand that I cannot be certified beyond my sopho

Debt Responsibility: I acknowledge that I am personally responsible for all

21 To sign the form, you will need to create an E-Sign PIN. This will be a 5 digit number you will use each time to Sign Documents in Student Forms

If you forget your PIN you can select the "Forgot your E-Sign PIN?" options above the field.

Date

Date

* E-Sign PIN
Forgot your E-Sign PIN? ❓

Opt out of E-Sign ❓ NO

E-Sign

22 You will enter the required information and create your 5 digit pin and select Create or Reset if resetting your PIN.

You may choose any 5 digit number for your PIN.

* PIN

* Confirm PIN

* Required

Information provided in the fields must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information matches the information your school has on file.

Reset   Cancel
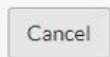
Version 22.59.26737

23 When you reach the **Review and Sign** section of the form, please verify all information you entered is correct. At the bottom of the page, you will be prompted for a pin # that you created and will need to enter and digitally sign the form.

If you opt to not use the digital signing option, you will be required to print the form out, sign it, and re-upload it to the student forms portal.

24 Once you enter your Pin and select the 'E-Sign' option, you will be prompted with the E-Sign Terms and Conditions page.

25 As long as you Confirm the E-Sign Terms and Conditions, you will be provided the pop-up letting you know that you have successfully E-Signed the VA Enrollment Certification Form.

This pop-up will also let you know if you have any additional steps to complete and you will then be taken back to the main page of the VA Workflow.

Success ✕

You have successfully E-Signed your document, and it has been automatically uploaded into our system.

Based on the answers you provided, you must upload the following documents:

- Certificate of Eligibility - MU

You will now be redirected back to your current tasks.

OK

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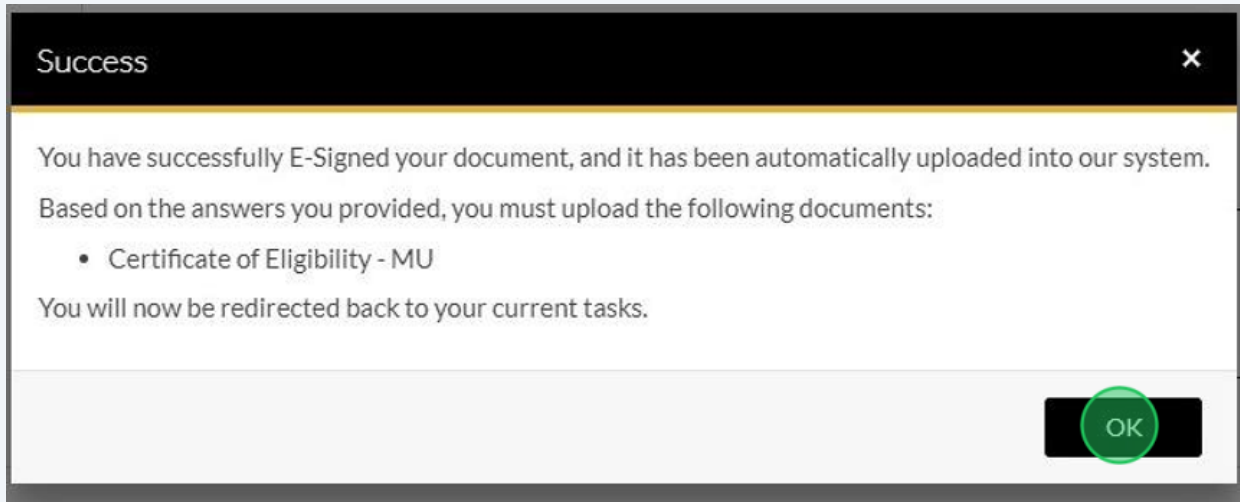
26 Based on your responses to the form, if required, you will be prompted to upload a copy of your Certificate of Eligibility.

To do so, select the 'Upload' button.

VA Enrollment Certification Form - FALL

To use your VA Education Benefits for the fall semester, you must complete this VA Enrollment Certification Form.

***Only submit the form after you've registered for classes. ***

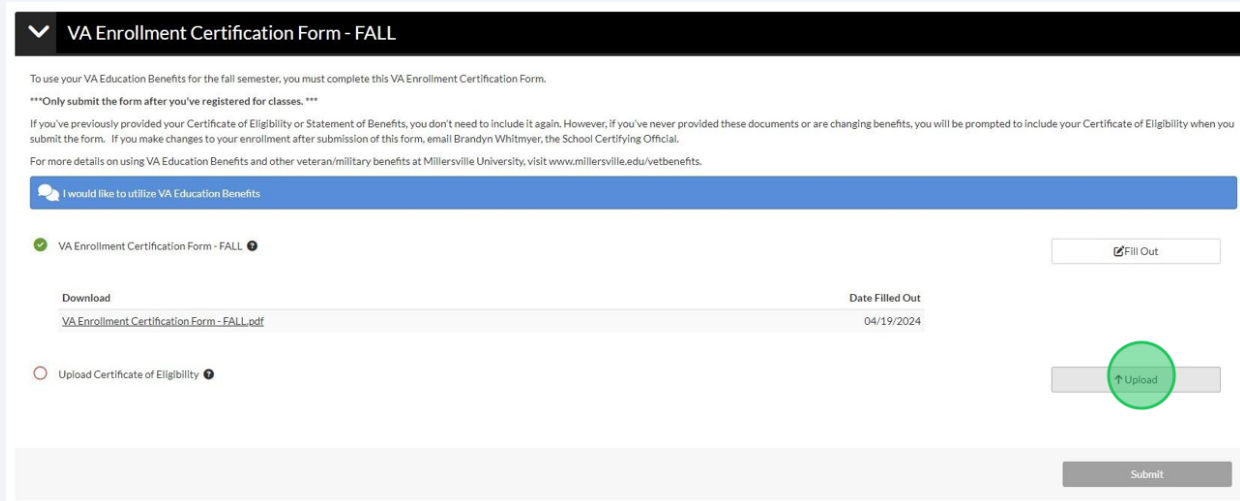If you've previously provided your Certificate of Eligibility or Statement of Benefits, you don't need to include it again. However, if you've never provided these documents or are changing benefits, you will be prompted to include your Certificate of Eligibility when you submit the form. If you make changes to your enrollment after submission of this form, email Brandyn Whitmyer, the School Certifying Official.

For more details on using VA Education Benefits and other veteran/military benefits at Millersville University, visit www.millersville.edu/vetbenefits.

💬 I would like to utilize VA Education Benefits

✅ VA Enrollment Certification Form - FALL ❓   ✏️Fill Out

Download	Date Filled Out
VA Enrollment Certification Form - FALL.pdf	04/19/2024

⭕ Upload Certificate of Eligibility ❓   ⬆Upload

Submit

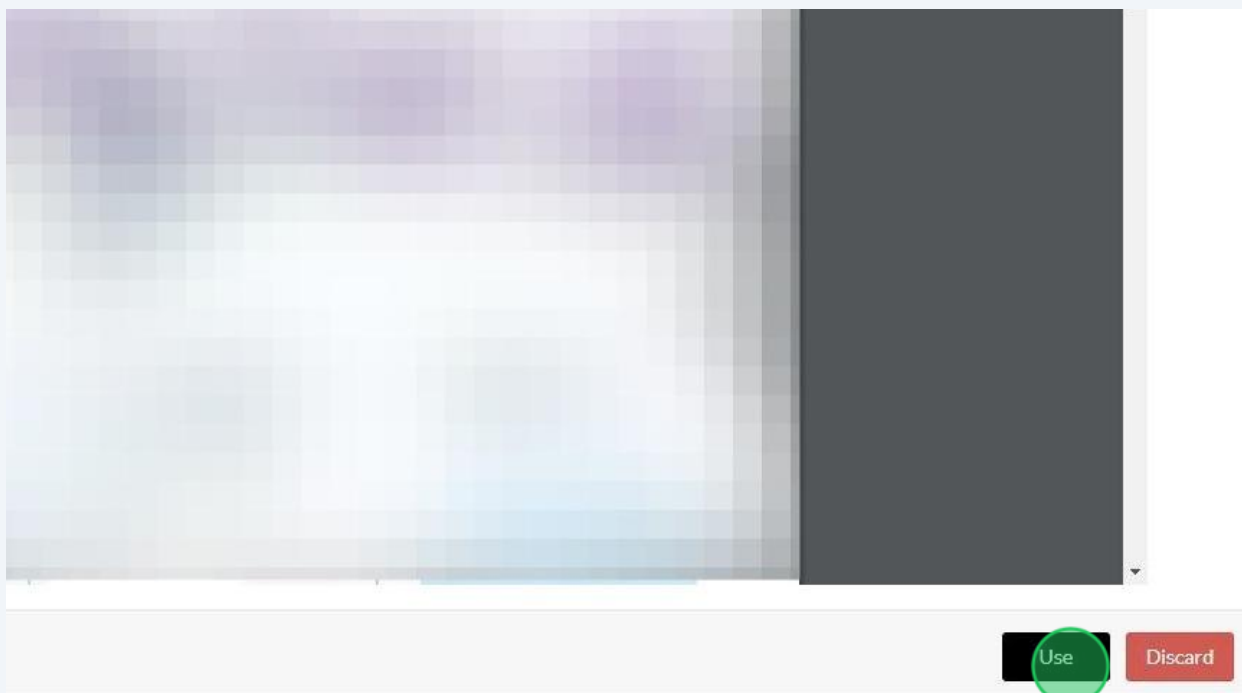**27** Your File Manager will open and you can select the desired file and hit 'Open'.
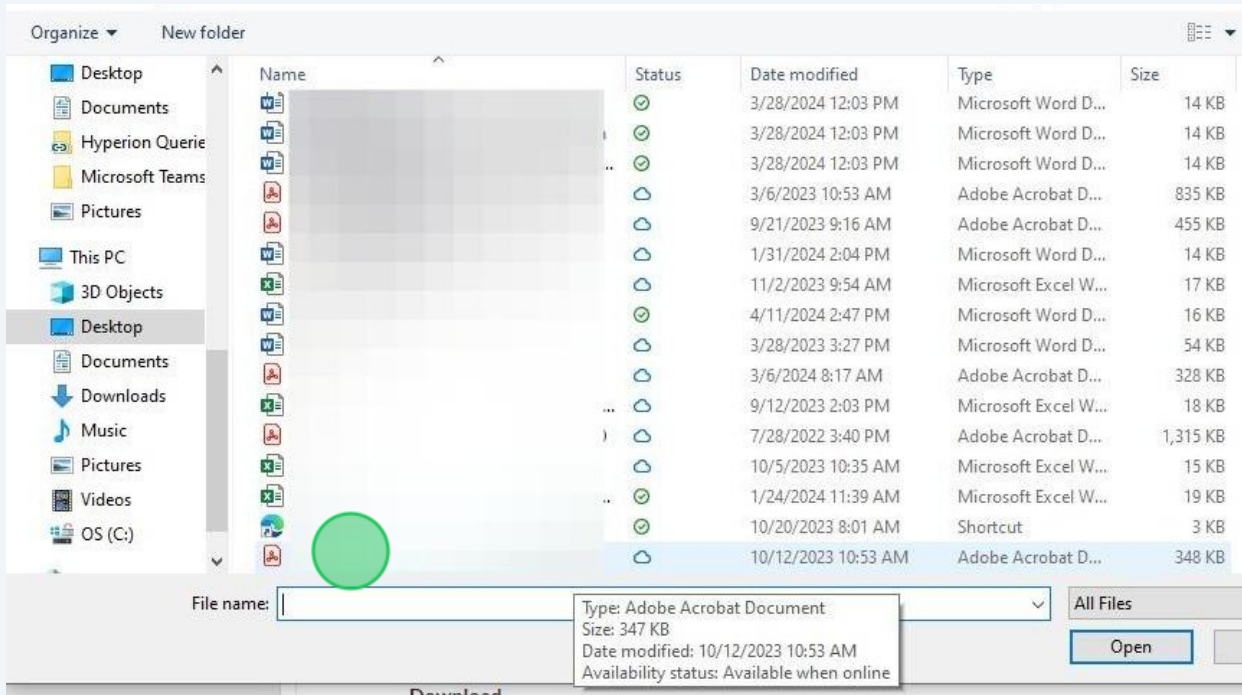
28 A copy of the file will open in Student Forms for you to review and verify. Once you are satisfied, you can select the 'Use' options. You will be prompted on whether or not you would like to add additional pages. You are welcome to add as many pages as you need and once finished select 'No'.

29 Once you have all of the necessary documentation and forms submitted, you can hit the 'Submit' button. This will push the documents to SCO to process.

☑ Fill Out

Date Filled Out

04/19/2024

＋ Add Page(s)

Date Uploaded

04/19/2024

Submit

30 You will see a checkmark to the right of the form(s) that have been submitted.

StudentForms   👤 Jorgenson ⌄

ⓘ student - Release Note SF **View the release notes here**   ✕

eeds Student Action > 2024 - 2025 VA Workflow

2024 - 2025 VA Workflow

> VA Enrollment Certification Form - FALL   ✓

> VA Enrollment Certification Form - SPRING

31 If you determine you do need to edit something after you submit it, you will see an 'Edit' Button you can use to make corrections. Please note you will need to resign off on the form if you make any edits and you will need to hit the 'Submit' button again before anything will be sent to the SCO for processing.

32 Once you have created your account, you will just need to log back into Student Forms and go through the steps each time you need to complete a VA Enrollment Certification Form.

If you are requesting to use VA Benefits for a prior academic year that has already passed, please reach out to the SCO directly via email for instructions on submitting a prior year form.

Each Academic Year a new VA Workflow will become available for that year and you will need to add it to complete the necessary forms for that academic year.