VA Graduate Enrollment Certification Worksheet

This form must be completed and turned in to Veterans’ Services Room 121 Strong Hall each semester that you wish to use your VA benefits. You may print the form from this site:
http://veterans.ku.edu/forms

KUID # ______________________ NAME _____________________________

SSN: XXX-XX- ___ ___ ___

Active Duty? Yes / No If yes, are you applying for or receiving in-state tuition? Yes / No

* If you’ve been away for a semester or longer, please fill out a Veteran’s Information Sheet (update form), available at room 121 Strong Hall.

STUDENT STATUS

☐ KU DEGREE SEEKING STUDENT – INDICATE SCHOOL AND DEGREE:

☐ KU NON-DEGREE SEEKING STUDENT ☐ CHECK IF YOU HAVE A TEACHING OR RESEARCH ASSISTANTSHIP.

SEMMESTER AND CLASSES TO BE CERTIFIED

☐ SPRING ☐ SUMMER ☐ FALL 20_____

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>Example: ENGL 121 3</td>
<td>KUCE</td>
<td>Degree</td>
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These classes do apply towards the degree that the student is seeking at the University of Kansas.

Advisor’s Name (Print) ___________________________ Advisor’s Phone Number _______________________

Advisor’s Signature ___________________________ Date ____________

- The KU Veterans’ Services Office corresponds via e-mail; primary email account listed in Enroll & Pay. It is your responsibility to check your e-mail account and ensure that we have the proper e-mail account information.
- The grade of incomplete will be reported to the VA as such and the student has one year to obtain a letter grade for that class or face possible repayment to the VA. Contact the Veterans’ Services Office, once a grade for the incomplete is received to ensure proper notification to the VA occurs.
- Changes in your schedule involving dropping or adding a class, enrolling in classes outside your program plan, repeating classes or enrolling in short-term classes, can affect your benefits. Failure to report changes may result in an overpayment of your benefits.
- The Enrollment Certification Worksheet MUST be resubmitted if any changes are made to your class schedule.

My signature indicates I have provided accurate information and agree to comply with all VA and University of Kansas guidelines.

Signature ___________________________ Date ____________