VA Undergraduate Enrollment Certification Worksheet
For Degree Seeking Students

This form must be completed and returned to the Registrar’s Office, 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- __ __ __

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

* If you have not enrolled for at least one semester or longer, please fill out a Veterans’ Information Sheet (update form), available in room 121 Strong Hall.

INFORMATION TO BE CERTIFIED BY AN ADVISOR

☐ KU DEGREE SEEKING STUDENT – INDICATE SCHOOL: _____________________________

Has the student officially declared his/her major? Yes / No
If yes, list major: ______________________________________ List Minor/Concentration/2nd Major_________________________ ☐ BA ☐ BS ☐ BGS ☐ OTHER
If no, list intended major: __________________________ Anticipated Declaration Date _________________________________ ☐ BA ☐ BS ☐ BGS ☐ OTHER

SEMESTER AND CLASSES TO BE CERTIFIED

☐ SPRING ☐ SUMMER ☐ FALL 20____

SUBJECT COURSE CREDIT HOURS
Example: ENGL 121 3

☐ Degree ☐ Add-on ☐ Repeated/Remedial Course * ☐ Online

____________________________________________________

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* Reason for repeating course or taking remedial course (s): ___________________________________________________________________

Advisor’s Name (Print) ___________________________________ Advisor’s Phone Number __________________________

Advisor’s Signature ___________________________________ Date __________________________

Revised: 10/16/2014
CLASSES TAKEN AT ANOTHER INSTITUTION WHILE A DEGREE SEEKING STUDENT AT KU

☑ SUMMER ☐ FALL ☐ SPRING 20___ Name of Institution ________________________________

Example: ENGL 121 3

☐ Degree ☐ Repeated/Remedial Course * ☐ Add-on

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☐ Degree ☐ Repeated/Remedial Course * ☐ Add-on

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☐ Degree ☐ Repeated/Remedial Course * ☐ Add-on

* Reason for repeating course or taking remedial course(s): __________________________________________________________

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

KU 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.

• Credit and No Credit (CR/NC) courses will only be accepted by the VA if the student receives credit in that course. No credit (NC) will be reported to the VA and may result in a repayment of funds from the student to the VA. In addition, a course cannot be taken as CR/NC if it is required for your major or minor. Some professional schools will not honor CR/NC for certain courses. Check with your advisor for further information.

• An incomplete will be reported to the VA. 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.

• 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 and subsequent repayment.

• The Enrollment Certification form **MUST** be resubmitted if any changes are made to your class schedule.

• Remedial classes, such as MATH 2, may not apply toward full time student status per VA guidelines.

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

Signature ___________________________ Date ___________________________