LAS POSITAS COLLEGE VETERANS FIRST PROGRAM

Instructions for Completing the VA Education Benefits Certification Request and Statement of Obligation Form

The VA Education Benefits Certification Request and Statement of Obligation Form may be completed online using any browser. In order to submit your electronic signature, you will need to download or open Adobe Acrobat.

Part I: VA Education Benefits Certification Request and Enter your name, address, student ID Statement of Obligation number, SSN, email, and phone number. PART I: Student Information **Chapter:** Select the most accurate information that applies to you. It is Student ID Number: important that you submit an updated Address: Certificate of Eligibility to the Veterans City: Email: Resource Center. Cell Phone Number: For Chapter 35 (dependent/spouse), it is Chapter (Select One) important you provide your parent or 31 Vocational Rehab -- Voc Rehab Counselor Name: 33 Post 911/GI Bill spouse (veteran's) name and SSN. ■ 1606 Reservist Unknown (I don't remember) □ 35 Dependent/Spouse Parent/Spouse Veteran Name: Parent/Spouse SSN: Part II: PART II: Prior College Experience & Academic Program Enter your degree or certificate goals, as **Tip: Major or Certificate: □ Certificate AA or AA-T AS or AS-T well as your major. Choose YES - if you are enrolled in Major or Certificate: **You must have an updated ED PLAN on file for Spring 2020. List all the colleges you have attended or currently attending: the major listed. If you do not have an ED PLAN, Choose NO if you are not enrolled for (Official Transcripts must be sent to Admissions & Records for a comprehensive evaluation.) request an appointment to meet with the Spring, then enter the last term College Name College Name Veterans Counselor. New Students: Choose NO under last 2. 4 College Info: term attended enter NEW STUDENT. First time students, please enter all the **Are you currently enrolled? Yes No. Last Term Attended at LPC: PART III: Registration Information colleges you have attended. List only courses that are included on your Educational Plan. Continuing students, if you already ☐ Fall Year: Term: ☐ Spring Year: Summer Year: reported this information on other cert forms, simply enter "already reported." CRN SUBJ TITLE UNITS CAMPUS START DATE END DATE Onsite/Hybrid CRSE PC or Chabot or Online 01/13/2020 Ex:32071 AJ 50 INTRO TO ADMIN OF JUSTICE 05/22/2020 Part III: After you have registered, select the appropriate term and year, and list the courses you have registered. Courses listed MUST be on your ED PLAN; otherwise, they will not be certified. It is TOTAL UNITS: important that you enter the correct the start and end dates for the course. PART IV: Student Agreements - Student is affirming that all information above is current and correct. Initials I certify that Campus – list either LPC or Chabot. If the 1. I am legally enrolled in the above courses and I am not repeating any course which I have previously received credit 2. I understand that I am required to have an Education Plan provided by an LPC Veterans Counselor prior to my second course is offered at Chabot, the Veterans Center at Chabot will certify your 3. I understand that I am required to inform the LPC Veterans Resource Center of any changes to my schedule during the course(s). LPC will send a parent letter to Veterans Affairs 4. I understand that I am required to send official transcripts to Las Positas College Admissions & Records prior to receiving an Educational Plan from the Veterans Counselor. Date

Part IV:

Please read and initial each statement to confirm that you are responsible for submitting accurate information and that you must notify the Veterans Resource Center each time you make a change to your schedule as it will impact your benefits. Be sure to date and submit your electronic signature. You will need adobe acrobat to enter your electronic signature.

IMPORTANT!! Once done, a completed copy of your form will be emailed to you. Forward that your completed copy to the Veterans Specialist – Ipcveteransfirst@laspositascollege.edu Subject include your NAME, STUDENT ID #, VA CERT – Su 20 or Fall 20.

Student Signature (copy will be sent to the email listed above



Onsite/Hybrid or Online - Courses that

are hybrid are considered "onsite."





Questions: lpcveteransfirst@laspositascollege.edu/veterans
Website: www.laspositascollege.edu/veterans

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Frequently Asked Questions about the Certifying Process

1. If I make a change to my schedule, such as adding or dropping a class before the term begins, do I need to submit a new form?

A: Yes. Each time you make a change, the Dept of VA must be notified to ensure that the educational benefits you received are accurate.

2. What does it mean when the course is offered at Chabot College? Will LPC certify courses that I register for at Chabot College?

A: No. The Veterans Specialist will send a Parent letter to Chabot College confirming that the course registered for at Chabot College is on your Educational Plan. The Veterans Center at Chabot College will certify your course as a "guest" student.

3. What if I made an error on my schedule, for example, entered the wrong start/end dates for a course or entered the wrong units, will I need to re-submit the form?

A: No. The Veterans Specialist will verify the data before it is submitted to the Dept of VA. If there are any discrepancies on the form, the Veterans Specialist will contact you before it is submitted to the Dept of VA.

4. If I need help completing the Form, will someone help me?

A: Yes, simply visit the Virtual Reception Desk via Zoom. Information is available on the Veterans First website.

5. If I am having technical issues with completing the form, can I download the form, hand write the information, scan, and email it?

A: Yes, email your completed form to lpcveteransfirst@laspositascollege.edu







Questions: lpcveteransfirst@laspositascollege.edu/veterans
Website: www.laspositascollege.edu/veterans