

# CLEARY UNIVERSITY

# REQUEST FOR VA CERTIFICATION

RECORDS DEPARTMENT 3750 Cleary Drive Howell, MI 48843 517.338.3011 Fax: 734.332.8694

### TERM/YEAR

(CIRCLE ONE) FALL – WINTER – SPRING – SUMMER /YEAR

### IDENTIFYING INFORMATION

FULL NAME	
STREET ADDRESS	
CITY & STATE	
ZIP CODE	
PHONE NUMBER	
E-MAIL ADDRESS	
VA FILE #/SS# (VETERAN)	
SOCIAL SECURITY # (STUDENT)	
(IF YOU ARE USING DEPENDENT BENEFITS)	
DATE OF BIRTH	

PROGRAM NAME & MAJOR \_\_\_\_\_

### VETERAN BENEFIT INFORMATION

I am claiming the following benefit: (Check One)

- Chapter 33** Post-9/11 GI Bill **Are you currently on Active Duty?** \_\_\_\_\_  
 **Chapter 33 TEB** Transfer of Eligibility (for spouse/dependent using the TEB program)  
 **Chapter 30** Montgomery GI Bill – Current/Former Active Duty **Are you currently on Active Duty?** \_\_\_\_\_  
 **Chapter 1606** Montgomery GI Bill – Selected Reserve/National Guard  
 **Chapter 1607** Montgomery GI Bill – Reserve Educational Assistance Program (REAP)  
 **Chapter 35** Survivors' & Dependents' Educational Assistance  
 **Chapter 31** Vocational Rehabilitation & Employment Program

Completion of this form authorizes the **Cleary University Records Department** to certify my enrollment and provide academic record information to the Department of Veterans Affairs to initiate processing of educational training benefits. I understand that I must complete this form **EACH QUARTER** before my enrollment will be certified, and that submission of the certification does not guarantee payment of benefits. It is my responsibility to notify the Records Department immediately upon adding, dropping, or withdrawing from a course, and I understand that the Records Department will also report any changes to my enrollment status.

**I HAVE READ AND UNDERSTAND THE ABOVE POLICIES AND PROCEDURES.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please submit completed form to: Records Department, VA Certifying Official, 3750 Cleary Drive, Howell, MI 48843 or Fax to 734.332.8694. You may also scan and email it to records@cleary.edu. Please call 517.338.3011 with questions. (Revised June 2012).