




How to complete the Veteran's Certification Request:

This form is used for both VA Education Benefits and Military Tuition Assistance processing. You can access it from your Student tab in URSA.

Login Screen

If you see this, use the same login information that you use to sign into URSA as a student.



	STUDENT1
	<input type="text" value="Your PDID (smit1234)"/>
	<input type="password" value="Your URSA password"/>
<input type="button" value="Login"/>	

Student Information

Most of this section will autofill.

Student Information	
Bear ID * <input type="text"/>	UNC Bear Email Address * <input type="text" value="@bears.unco.edu"/>
Legal First Name * <input type="text"/>	Last Name * <input type="text"/>
Phone Number * <input type="text"/>	Name in Use <input type="text"/>

- Add your current phone number.
- Your Name in Use is the first name that you use (if it's different from your Legal First Name).

Course Information

Fill out the basics about which semester, advisor, benefits type, and major you are using.

Course Information			
Course Term * <input type="text" value="Interim Winter Session 2122"/>	Advisor Name * <input type="text"/>	VA/Military Benefit Information * <input type="text"/>	Major * <input type="text"/>

- Course Terms are named with Fall, Spring, Summer and the year. Interim uses a slightly different pattern. In the “Interim Winter Session 2122” example above, this represents the term that starts in December 2021 and lasts into January 2022.
- Names for Majors start with Bach for bachelors, GR for graduate degrees, and Other for certificates. Teachers should watch for LA (Liberal Arts) and Tch (Teaching track) options.

Additional Questions

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Do you need a parent letter?
*A parent letter is used when a student is taking courses at more than one institution. If you are not taking courses elsewhere, you will choose No in the dropdown list below.**

Would you like to have all of your classes certified to the VA for this semester?
*• By selecting “Yes”, you authorize the School Certifying Officials (SCOs) to access your class registration records online and update to the VA as add/drops/withdrawals happen for the Course Term selected above.
 • Selecting “No” will either indicate a withdrawal of your authorization to certify your classes to the VA for the Course Term above or indicate that there are specific classes that you are registered for but do not wish to have certified to the VA.
 Please explain your request in the note section below.**

COMMENT BOX:
Is there anything else you would like the School Certifying Officials to know?

- **Do you need a parent letter? [Most students select No.]**
 A parent letter is used when a student is taking courses at more than one institution. If you are not taking courses elsewhere, you will choose No in the dropdown.
- **Would you like to have all of your classes certified to the VA for this semester? [Most students select Yes.]**
 - By selecting “Yes”, you authorize the School Certifying Officials (SCOs) to access your class registration records online and update to the VA or TA as adds, drops, and withdrawals happen for the Course Term selected above.
 - Selecting “No” indicates:
 - a withdrawal of your authorization to certify your classes to the VA or to your military branch for the Course Term above, or
 - that there are specific classes that you are registered for but do not wish to have certified.
 - Please explain your request in the note section below if you select “No”.
- **COMMENT BOX:**
Is there anything else you would like the School Certifying Officials to know?
 - If you need a parent letter for VA Education Benefits, please tell us the name of the other school you are attending, which classes you’ll be taking (i.e. ENG 122), and the email contact at your other school who will need this letter.
 - If there are only specific classes that your military or VA benefits will apply to, please tell us here.
 - If you’re using more than one type of military or VA benefits, just pick one type in the VA/Military Benefit Information dropdown above and comment in this box with the multiple types of benefits you are using
 - If there is anything else that doesn’t fit neatly into one of the other dropdowns, this box is for you to tell us what we need to know.

Please attach any additional documentation that may not already be on file for you (i.e. C.O.E, Statement of Benefits, DD-214 etc.) (0)

Please attach any additional documentation that may not already be on file for you (i.e. C.O.E, Statement of Benefits, DD-214 etc.) (0)

- Students using Military Tuition Assistance must provide the paperwork from your base.
- If you are trying to attach documents and have problems attaching, please send your attachments to va.sco@unco.edu.
- Students using VA Education Benefits are required to provide your Certificate of Eligibility (COE) or Statement of Benefits to your School Certifying Officials, but you may not have received it by the time you need to submit your VCR. If you haven't received it yet, please share it with us when you get it. Students often receive those from the VA after we have certified your classes for the semester.

Email va.sco@unco.edu with additional questions, come see us in Bear Central, [Book an Appointment](#), or call us at 970-351-4862, option #2, then option #5.