


# How to complete the Certification Request Form

1. Go to <https://www.middlesex.mass.edu/advising/veterans.aspx> in the browser of your choice
2. Click the "Complete the Certification Request Form" link
  - To view all upload forms at once, log into myMCC and click the "e-Forms Central" link in the left column
3. Login using your student ID (A#) and password
4. Complete all portions of the form (shown below). Some information may auto-populate.


**Certification Form**

Please fill out the information below to alert the Certifying Officials of your intention to use your VA Educational Benefits. This form needs to be completed each semester you want to use your benefits. If you do not complete this form, you will not be certified.

<b>Last Name</b>	<b>First Name</b>	<b>Student ID</b>
Student	Joe	A00#####

**Address**

123 Main Street

<b>City</b>	<b>State</b>	<b>Zip</b>
Lowell	MA	01852

**Email**      **Phone**

StudentJ1@middlesex.mass.edu      978-555-5555

Choose a semester to apply your benefits:      Where are you taking most of your credits?

Fall 2019      Lowell

Are you a veteran?  Y

Are you a dependent of a veteran?  N

What was the branch of service? Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Air Force<br><input type="checkbox"/> Air Force Reserve<br><input type="checkbox"/> Air National Guard<br><input type="checkbox"/> Army<br><input type="checkbox"/> Army National Guard<br><input type="checkbox"/> Army Reserve<br><input type="checkbox"/> Other <input type="text"/> | <input type="checkbox"/> Coast Guard<br><input type="checkbox"/> Coast Guard Reserve<br><input checked="" type="checkbox"/> Marines<br><input type="checkbox"/> Marine Reserve<br><input type="checkbox"/> Navy<br><input type="checkbox"/> Navy Reserve |
|--|--|

In order to process your benefits, please verify that you have submitted the appropriate documents to the Veterans Services Office. Check all that apply.

- DD-214 or Dependent Sponsor's DD-214 (Issued from the Dept. of Defense through your branch of Service)
- A scanned/pdf summary of your remaining educational benefits from your eBenefits portal
- Notice of Basic Eligibility (Issued from the Army Reserve)
- National Guard Certificate of Eligibility (Issued from the National Guard)
- Reviewed My Degree Audit to ensure selected courses complete program requirements

Credits for the semester: (Credits should reflect the courses you are registered for only. Please check each course to verify).

NOTE: The housing allowance may be reduced based on class start and end dates and number of credits. Please contact the Veterans Resource Center (<https://www.middlesex.mass.edu/veteransresources>) or your School

Certifying Officials with questions.

# of in-class credits	# of regular online credits	Total # of credits for the semester
9	3	12

What Educational Benefit(s) are you eligible for and planning to use for the semester selected?

- Chapter 30 (Montgomery G.I. Bill)
- Chapter 31 (Vocational Rehabilitation)
- Chapter 33 (Post 9/11 G.I. Bill) Indicate benefit - percentage (The percentage is indicated on your certificate of eligibility letter.  

100%
- Chapter 36 (Survivors and Dependents Educational Assistance)
- Chapter 1606 (Selective Reserve)
- Tuition Assistance
- Massachusetts National Guard 100% Tuition and Fee Reimbursement
- Massachusetts State Veterans Tuition Credit

Have you applied for Chapter 31 (vocational rehabilitation) benefits, but have not yet received approval?

- Yes  No

For all VA benefits, you must declare a major within two semesters of beginning classes. Your current major is:

Business Transfer

To ensure accuracy in reporting to the VA, a registration hold will be placed on your account. Any changes to your course registration after certification will require permission from a School Certifying Official.