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.

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Certification Form

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

Last Name  First Name  Student ID
Joe         A00####

Address
123 Main Street
Lowell, MA 01852

Phone
978-555-5555

Email
StudentJ1@middlesex.mass.edu

Choose a semester to apply your benefits
Fall 2019

Are you a veteran? Y  N

Are you a dependent of a veteran? N

What was the branch of service? Check all that apply.
□ Air Force
□ Coast Guard
□ Air Force Reserve
□ Marine Corps
□ Army National Guard
□ Marine National Guard
□ Navy National Guard
□ Other

In order to possess your benefits, please verify that you have submitted the required documents to the Veterans Services Office. Greatly desired:

□ DD-214 or Dependent DD-214 Issued by the Dept. of Defense through your branch of service
□ VA Benefits Eligibility Certification (Issued by the Army Reserve)
□ National Guard Certificate of Eligibility (Issued by the National Guard)

□ Portable Degree Audit to ensure selected course complete program requirements

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

□ 0 - 9 credits
□ 10 - 12 credits
□ 13 - 15 credits
□ 16 credits

What Educational Benefit(s) are you eligible for and planning to use for the semester selected?
□ Chapter 30 (Post-9/11 GI Bill)
□ Chapter 31 (Vocational Rehabilitation)
□ Chapter 53 (Post 9/11 GI Bill. DE: includes benefit percentage. The percentage is indicated on your certificate of eligibility.

□ 100%
□ 75%
□ 50%
□ 25%
□ Chapter 55 (Survivors and Dependents Educational Assistance)
□ Chapter 160M (Toothless Reserve)
□ Tuition Assistance
□ Massachusetts National Guard 100%
□ Massachusetts State Veterans Tuition Grant
□ Massachusetts State Veterans Tuition Grant

Have you applied for Chapter 31 (vocational rehabilitation benefits, and have not yet received approval? Y  N

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

Business Transfer

To secure benefits 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 Veterans Certifying Official.
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