

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon.

### 2. On the sign-in page:

- a. Enter your Dolphin Name\* (ex. first.last)
- b. Enter your Dolphin Password\*
- c. Click on "Sign in" to log in.

\*Both are case sensitive.

- 3. Once you are logged into myCI, click on CI Records
- 4. In your Student Center, navigate to the Academics section and in the dropdown select Veterans Benefit

### Note:

If you plan to receive only the Cal Vet Fee Waiver, please do not request VA education benefit certification for your classes. However, you should email the Veteran's Advisor/ VA School Certifying Official your award letter that contains a 16-digit validation code, that was emailed or mailed to you from the county veteran's service office.





VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

all student Veterans, Service Members, and Dependents Please Note: Students receiving only the Cal Vet Fee Waiver are **NOT** required to fill out the ertification request. Please contact our office for more information.

Veterans, Services Members, and Dependents who want to use their federal VA educational benefits while enrolled at California State University, Channel Islands must submit an online Educational Benefit Certification Request process each term of enrollment.

If this is your first time certifying at California State University, Channel Islands and have not already provided copies of the below documents to our office, have these documents ready to attach: and you

- Certificate of release or discharge from active duty (DD214 Member 4)
   Department of Veterans Affairs certificate of eligibility correspondence/letter
   If applicable, Request for Change of Program or Place of Training Form (<u>VA Form 22-1995</u>)
   If applicable, Dependents Request for Change of Program or Place of Training Form (<u>VA</u> Form 22-5495, DEA Ch. 35)

Contact our office below if you have any guestions regarding these documents

#### **Registrar's Office**

Enrollment Cente Sage Hall, Room 1020 Mailing Address: One University Way Camarillo, CA 93012

Office Email: registrar@csuci.edu Phone: (805) 437-8500

Office Hours

CSUCI Registar's Website

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US Department of Veterans Affairs

California Department of Veterans Affairs

CSUCI Veterans Resource Office (VRC)

Certification Request

### 5. The Welcome page displays.

- You can submit an online Veterans Education Benefit Certification Request for each term in which you enroll in Classes at CSUCI.
- Be ready to attach the required documents if this is the ٠ first time you are requesting certification at CSUCI. (Please only upload once, not every semester)
- The Welcome page provides:
  - A list of required documents
  - CSUCI Registrar's Office contact information
  - Links to Helpful Sites
- To proceed, select the Certification Request button.



6. The Certification Request page displays.

It's a "gateway" to the other pages in the module.

Here you will:

- Select the term you wish to request certification for.
- Initiate, the certification request process for each term of enrollment.
- Navigate to the "Attachments" page to upload documents.
- Navigate to the "Select Classes to Certify" page to request certification course-by-course.
- Check the status of your benefits certification after initiating the request for a term.
- By default, all sections on the Certification Request page are blank and grayed out except for the button to return to the Welcome page.

7. In the 3 drop-down menus, make your selections for:

- 1. Your veterans service branch or that of your parent/guardian/spouse if you are a dependent\*
- 2. The type of VA education benefits you are using (e.g., Chapter number)\*\*
- 3. Your relationship to the Veteran (self, spouse or dependent)
- 4. In the "Select all that apply" section, check the boxes if you are on Active Duty, in the Reserves, and/or in the National Guard.
- 5. In the "Questions/Instructions" box (optional), enter details or questions you have for the CSUCI's Veteran's Advisor/VA School Certifying Official regarding your educational benefits.

Initiate Request

- 6. Select the Initiate Request button.
- 8. Some information might populate from your Cal State Apply admission application.

\*\*Selecting Chapter 35, Dependents' Educational Assistance, will display a Chapter 35 File Number box (not shown). Be sure to enter your file number. If you are receiving both the Ch. 35 benefit and the Cal Vet Fee Wavier enter the Ch. 35 benefit information on this page and attach Ch. 35 Certificate of Eligibility using step 9. Email the Veteran's Advisor/VA School Certifying Official your Cal Vet Fee Waiver award letter containing a 16-digit validation code.

8. A pop-up window displays to alert you that selecting Initiate Request only saves your application; your certification process is not complete.

Message	
Warning: Certification request not complete. (30520,3)	
Selecting 'Initiate Request' saves your application but does NOT complete your certification request. Please continue the pr	ocess.
OK	

- You still need to upload the required documents (one time only), enroll in classes for this term if you haven't already done so, and select classes to certify.
- Your School Certifying Official (SCO) will be able to view your application and answer any questions you entered in 2 to 3 business days.
- Select the OK button to proceed.



Attach any documentation that supports your cert request (if applicable).



9. The Attachments page displays for the selected term. All veterans, service members, and dependents are required to attach the following documents one time only:

1. Department of Veterans Affairs Certificate of Eligibility correspondence/letter (first page only) AND,

2. Certificate of Release or Discharge from Active Duty (DD-214) if you are a veteran or you are a dependent using Chapter 35 benefits. (Dependents using Chapter 33 do not need to submit)

If you are changing your academic program (major) or place of training, also attach:

3. Request for Change of Program or Place of Training Form (VA Form 22-1995),

OR

4. Dependents Request for Change of Program or Place of Training Form (VA Form 22-5495, DEA Ch. 35)

If additional documents are required our CSUCI's Veteran's Advisor/VA School Certifying Official will email you.

Notes:

- Please do not upload two identical documents.
- You can upload documents without being enrolled in classes.
- We prefer PDF attachments

To proceed:

- From the File Type drop-down menu, select the kind of document to upload (e.g. Certificate of Eligibility).
- Select the Add Attachment button that appears.
- In the File Attachment pop-up window that displays, choose the file from your device and upload it (JPG, PNG, DOCX, PDF, etc.).

Once your file is uploaded through the Attachments page:

- 1. A pop-up confirms that your file has uploaded. Select OK to close it.
- 2. Your file displays in the File Attachments table. Select View to open it if desired.

Inchination	Char	nel Islands	~	Yo	ur Veterans B	enefits fo	r this Term		
Institution	- crim			Term	Description	Seq#	Status	Certified	Units
Term Spring 2021			~	2212	Spring 2021	1	In Review	No	16.000
enefit Informatio	n for: !	Spring 2021							
Veterans Service Branch: Army "VA Education Benefit: CalVet Fee Walver		~	If you have any que	estions, use the	comment	bax below or c	all the CSUC	1	
		~	Registral a Office	answered in 2	-3 busines	s days.	THE DOX. WILLD	e	
Relationship to Ve	teran:	Dependent	~						
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If applicable, Dependents Request for Change of Program or Place of Training Form (VA Form 22-5495, DEA Ch. 35)

Attachments for Spring 2021

▼ File Attachments	Certificate of Elioibility	Find 🔃 🔣 First 🚯 1 of 1 🕑 La
Attached File	Change Program or Place of Training - VA-22-1995 DD214 Member 4 Certificate of Release or Discharge from Active Duty Degree Progess Report Dependent Change Prog or Training - VA-22-5495 Other	Created By Created on







- 10. If you have enrolled in classes for the term, you are ready to request certification for the courses in your schedule.
  - Select the Term again.
    - The page populates with the information you previously entered.
    - The Enrollment to Certify section (halfway down the page) explains that the CSUCI Registrar's Office will monitor Your degree progress and course work, as required by the federal VA.

The VA re The CSU to certify Advisor	equires CSI CI Registra with the VA	JCI to ve r's Office If we ha	rify progres will monito ave any que	is toward your degree. In your coursework and astions regarding the st	will use your CI A atus of a course,	Academic Re you will be a	equirements R advised to con	teport to determin tact our office and	the status for consult v	of courses you wish vith your Academic
My Clas	s Schedu	le - Fal	2020		Units		Withdrawal			
Request	Subject	Cat#	Section	Description	Taken	Status	Status	Status Date		Fall 2020
	for the second s				4.00	Enrolled		07/17/20		
	and a					Enrolled		07/17/20		When I submit my certification request, I a
	and a				4.00	Enrolled		07/17/20		complete and I understand that if my schedule changes I must potify C SIICI
	and a					Enrolled		07/17/20		Registrar's Office immediately.
	1000				3.00	Enrolled		07/17/20		
					3.00	Enrolled		07/22/20		

This page reviews what you can expect from this process
 and what CSUCI expects from you.

Channel Islands	Spring 2021
The CSUCI Registrar's Office submits certi Department of Veterans Affairs (VA), which must be approved by the State Approving A ederal law and in compliance with campus	ifications of enrollment in approved education programs to the U.S. a dministers G.I. Bille and Vocational Rehabilitation programs. Programs Agency and/or VA. Certifications are submitted in accordance with state and a nd VA policies.
<ul> <li>The VA will only pay tuition, fees, an requirements outlined by the curricular</li> </ul>	nd housing allowance for courses on your degree plan that satisfy Ilum guide for your program of study (your major or education plan).
<ul> <li>The VA calculates monthly housing you attend most of your classes, the enrolled in each term (rate of pursui Contact your School Certifying Offic</li> </ul>	allowance (MHA) based on your length of service percentage, the location a teaching modality (online vs. in person), and the number of units you are it). Each of these factors may impact the amount of MHA you receive. I al with any questions about MHA.
<ul> <li>In order to remain eligible for VA eduadademic progress towards my eduadamsuspension or termination of VA eduadadademic</li> </ul>	ucational benefits, I understand that I must continue to make satisfactory cational objective. Failure to make satisfactory progress may result in ucational benefits.
<ul> <li>Unless documented mitigating circu a non-punitive grade, where no creative the term may incur a debt to the VA</li> </ul>	mstances exist, the VA will not pay for courses for which a student receives dit is earned, such as NC. Students who receive a grade of NC at the end of for overpayment of benefits throughout the term.
GI Bill® is a registered trademark of the U.: Trademark terms of use.	S. Department of Veterans Affairs (VA). For more information see the <u>GI Bill</u>
Read and Acknowledge:	
By submitting this request for certification	n, I acknowledge and agree to each of the following:
<ul> <li>I have submitted all requested doe</li> </ul>	cuments to the CSUCI Registrar's Office.
<ul> <li>I must submit a new request for end</li> </ul>	nrollment certification every term for my enrollment to be certified to the VA.
<ul> <li>It is my responsibility to notify the within 7 days. Failure to do so ma</li> </ul>	CSUCI Registrar's Office of any changes made to my course schedule y result in a debt to the VA for overpayment of benefits during the term.
• Junderstand Jam financially liable	a for any navment of tuition and fees not covered by the VA

I understand and agree to the above conditions and the information provided is true and correct.



- In the My Class Schedule table, your courses display for the term you selected. The table is greyed out, but the columns and rows contain the following data:
  - Column 1 Cert Request: Check boxes indicate the courses you have already requested for certification. The check boxes are blank until you make the initial certification request.

Cert Request	Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
<b>•</b> 1	Contract of Contra				4.00	Enrolled		07/17/20
	(inter-					Enrolled		07/17/20
~	pine a				4.00	Enrolled		07/17/20
~	particular in the					Enrolled		07/17/20
~					3.00	Enrolled		07/17/20
<b>V</b>	lane.				3.00	Enrolled		07/22/20

- Columns 2-5: Course subject, number, section and description
- $\circ \quad Column \ 6-Status: Courses \ are \ enrolled \ or \ dropped$
- $\circ$  Column 7 Withdrawal Status: This will update should a class be withdrawn.
- o Column 8 Units Taken: Displays for enrolled and dropped classes
- Column 9 Status Date
- Below table Total Term Units: Total enrolled units excluding drops Note: Select the column headers to sort the course data if desired.
- Choose the classes you want to request to be certified to the VA and select the Select Classes to Certify button below the "My Class Schedule" table.
- 11. Next, you will see that your request has been submitted.

Messag	e
Your reque	est has been successfully submitted. (30520,13)
OK	

12. To see the status of your request, please review your certificate request status.

VETERANS EDUCATIONAL BENEFITS CERTIFICATION REQUEST

Institution	Channel Islands	~
Term	Spring 2021	~

Your Veterans Benefits for this Term								
Term	Description	Seq#	Status	Certified	Units			
2212	Spring 2021	1	In Review	No	16.000			

Please see the <u>CI Benefits Timeline</u> for more information on certification timelines.