



Requesting and Submitting a VA Enrollment Certification Form

1)

If you are planning to utilize VA Education Benefits at Millersville, you are required to submit a copy of your Certificate of Eligibility from the VA and Millersville University's In-House VA Enrollment Certification Form to the School Certifying Official (SCO) in the Office of Financial Aid. Information on obtaining your Certificate of Eligibility can be found at <https://www.va.gov/education/how-to-apply/>.

2)

Select the VA Enrollment Certification Forms link on the millersville.edu/vetbenefits webpage or navigate directly to the Student Forms portal at millersville.studentforms.com

Using your Millersville Single sign-on, create an account with Student Forms if you have not already done so, or log-in to your account if you already have an account created.

If you already have a Student Forms account, skip ahead to Step 6.

Secure Login

Username

Username is required. [Forgot Username?](#)

Password

[Forgot Password?](#)

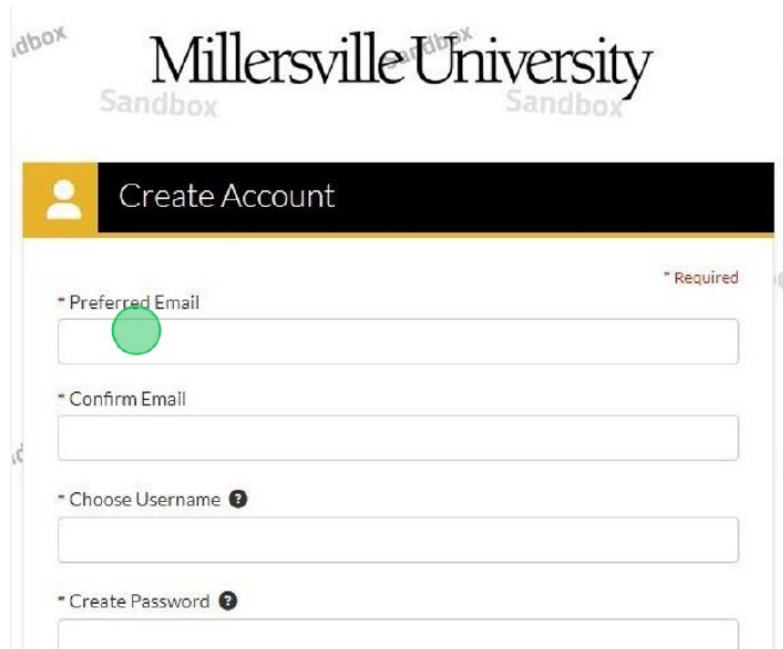
Login

Create Account

By using the site, you agree to the [Terms of Use](#).

3)

If creating an account, proceed through the required fields entering the requested information.



Millersville University

Create Account

* Preferred Email * Required

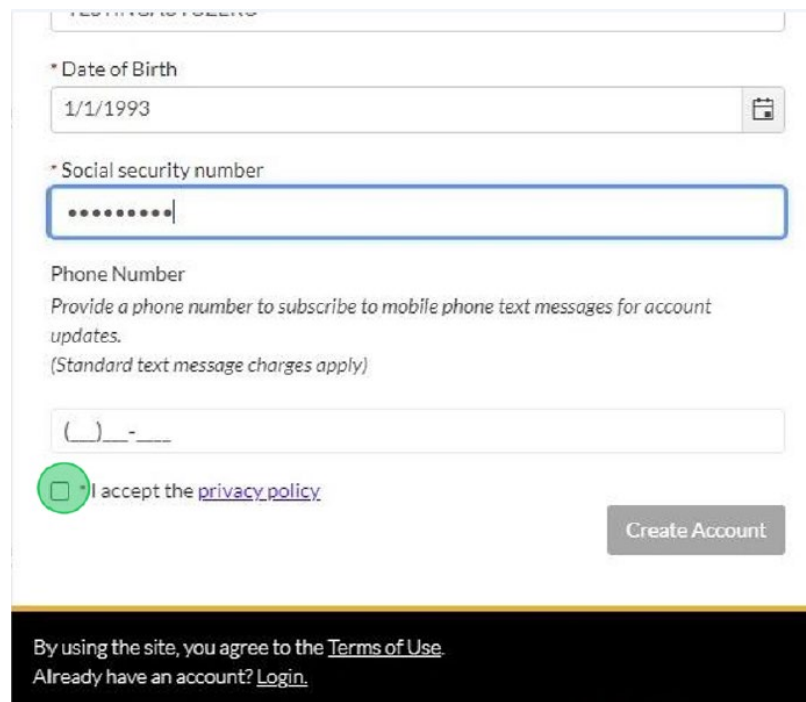
* Confirm Email

* Choose Username ?

* Create Password ?

4)

Ensure you accept the privacy policy in order to progress forward.



* Date of Birth

1/1/1993

* Social security number

Phone Number

Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

() -

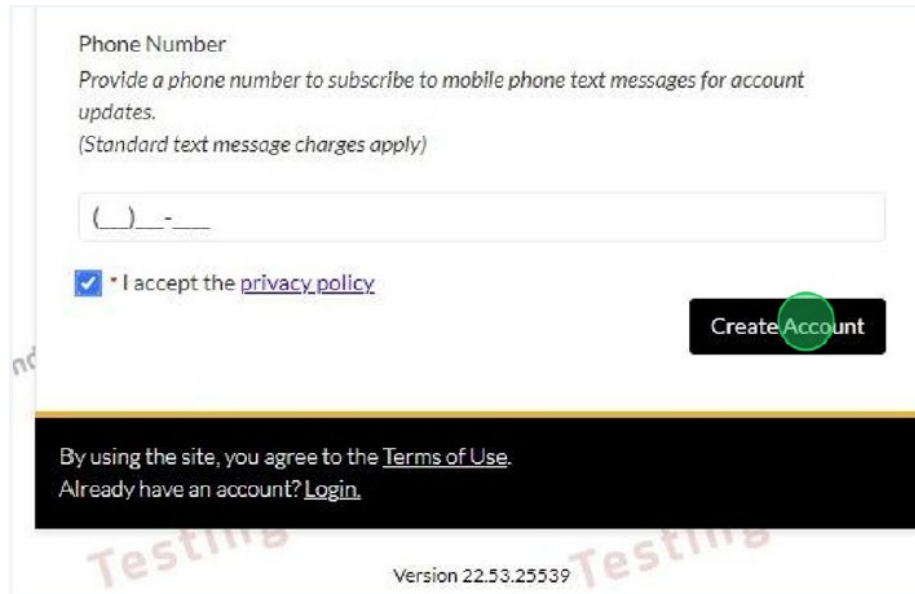
☒ * I accept the [privacy policy](#)

Create Account

By using the site, you agree to the [Terms of Use](#).
Already have an account? [Login](#).

5)

Once you have filled in all the required fields and accepted the privacy policy, select 'Create Account'.



Phone Number
Provide a phone number to subscribe to mobile phone text messages for account updates.
(Standard text message charges apply)

() -

☒ * I accept the [privacy policy](#)

Create Account

By using the site, you agree to the [Terms of Use](#).
Already have an account? [Login](#).

Version 22.53.25539

6)

Once your Account has been created, you will be directed back to the login page where you will enter your Username and Password and select 'Login'.



Millersville University

Secure Login

Username
Please fill out this field.
Username is required. [Forgot Username?](#)

Password
[Forgot Password?](#)

Login

Create Account

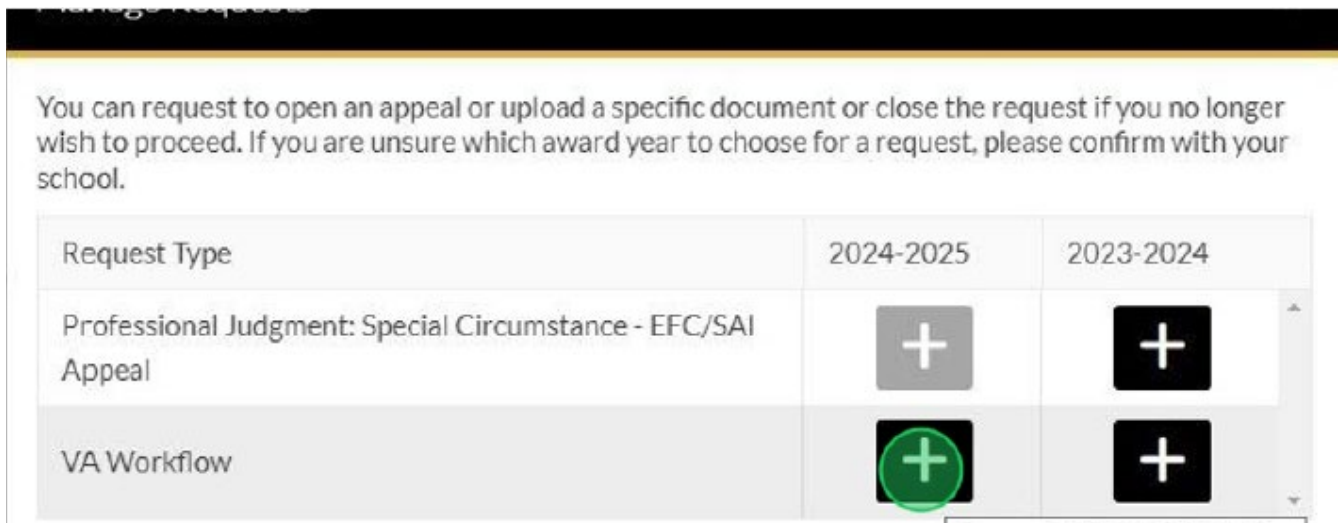
7)

After you have logged in, you should be taken to the Student Forms Needs Action page where should select the option 'Manage Requests'.



8)

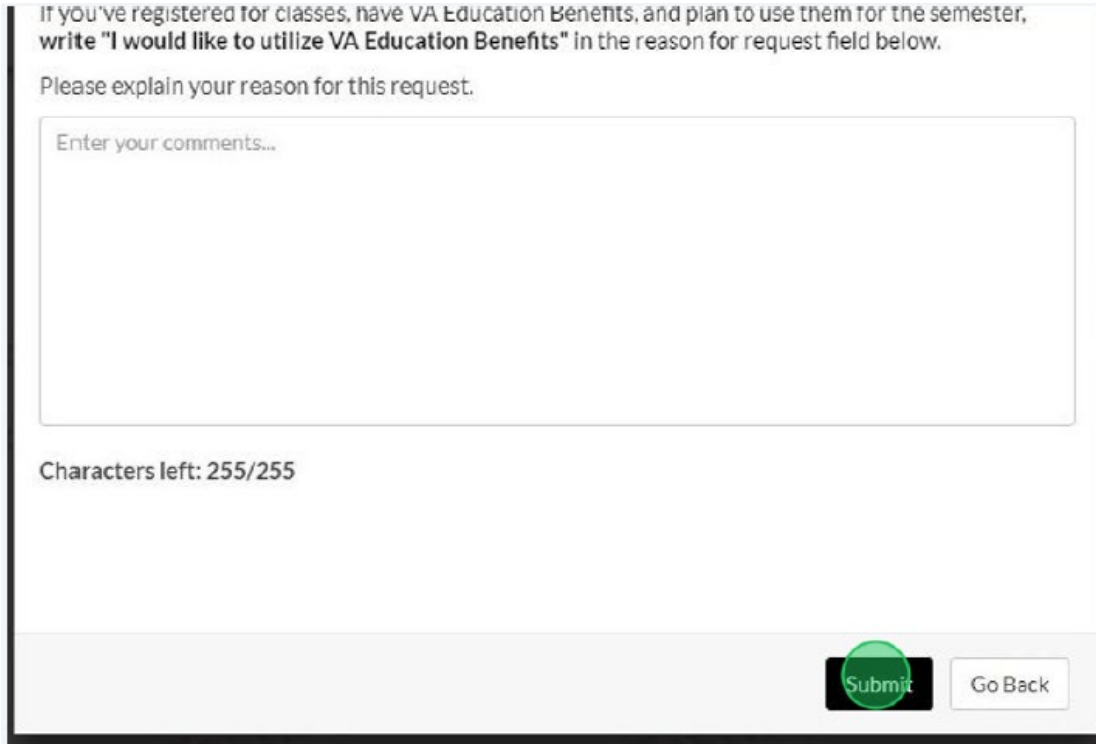
Locate the VA Workflow and select the plus associated with the desired academic year in which you are planning to use your benefits. This will add the Workflow to your profile.



9)

After you select the plus, you will be prompted with a reason for your request. You can simply enter "I would like to utilize VA Education Benefits" and hit the Submit button. (Whatever you type must be at least 3 characters in length)

The information entered here will not affect your ability to complete the VA Enrollment Certification Forms.



If you've registered for classes, have VA Education Benefits, and plan to use them for the semester, write "I would like to utilize VA Education Benefits" in the reason for request field below.

Please explain your reason for this request.

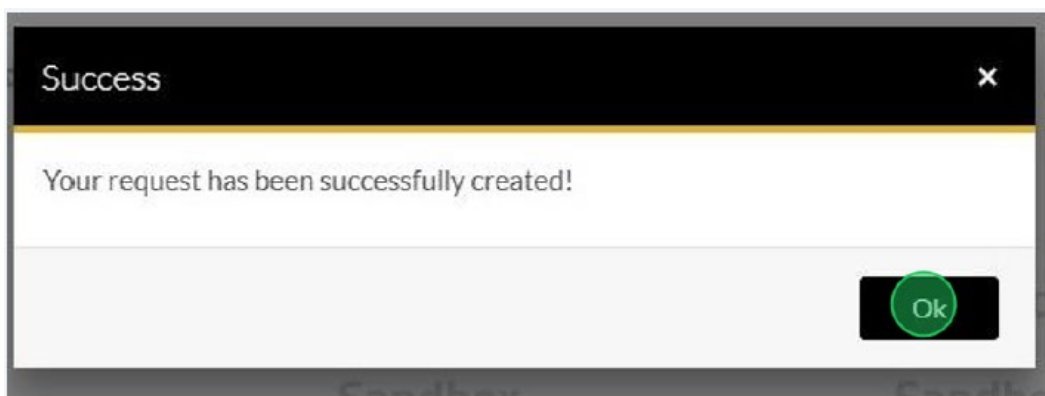
Enter your comments...

Characters left: 255/255

Submit Go Back

10)

You will be notified that the Workflow was successfully added for you.



Success

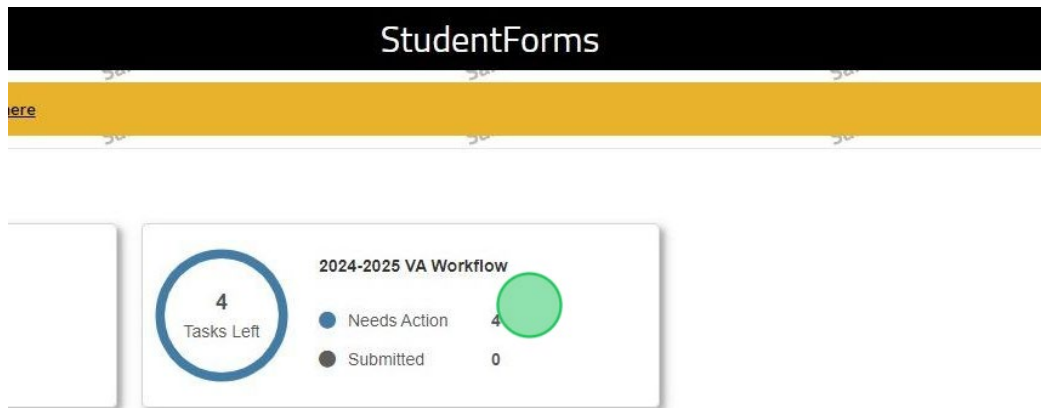
Your request has been successfully created!

Ok

11)

Select the Appropriate Workflow to complete your forms. Once this has been added you will have access to all forms for the academic year.

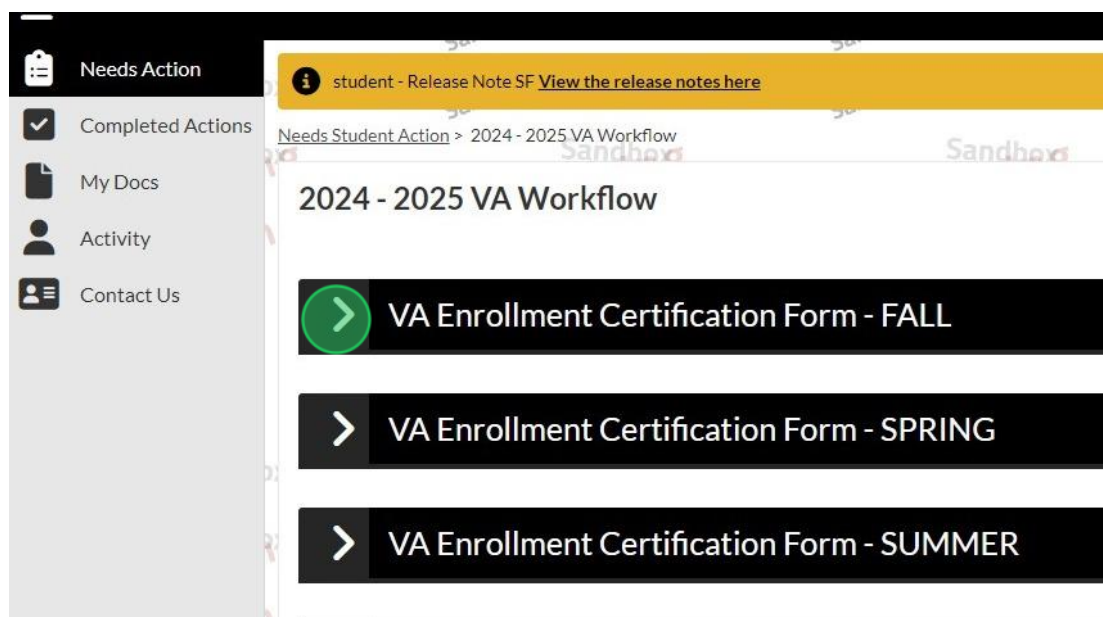
PLEASE NOTE*- Millersville's Academic Year runs from Summer through Spring (i.e. Summer 2024 through Spring 2025). Therefore, you will need to request the new workflow each summer (i.e. Summer 2025).*



12)

Select arrow next to the desired form you wish to complete (Summer, Fall, Winter, or Spring).

Please DO NOT complete a form UNTIL you have registered for classes in that semester.

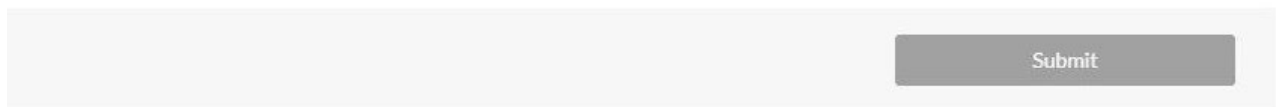


13)

The Information will expand and you can select to 'Fill Out' the desired VA Enrollment Certification Form.

If you've never provided these documents or are changing benefits, you will be prompted to include your Certificate of Eligibility when you are a Paying Official.

go to miller.edu/vetbenefits.



14)

As you progress through the form, there will be question marks that appear next to the various questions on the form. If you hover over these, they will give you information and instructions to assist you in completing the form.

If you are a new student, please indicate if you are taking this semester and planning to use VA benefits for your first semester and/or I have never used VA benefits at Millersville

Are you taking this semester and planning to use VA benefits for?



Enter the number of credits you want to receive VA benefits for this semester. Note: You can request benefits for any number of credits within a single class. For example, if you are registered for 12 credits but only list 10 credits in this field, we'll assume an enrollment of 10 credits for the semester.

15)

The **Student Information** section of the form will appear first and should already be pre-populated based on the account you created. Please just verify this information is correct and hit 'Continue'.

StudentForms

Jorgenson

otes here

ification Form - FALL

ALL

JORGENSEN

First Name

TESTINGAUTOZERO

Last Name

3774226

Millersville ID

01/01/1993

Date of Birth

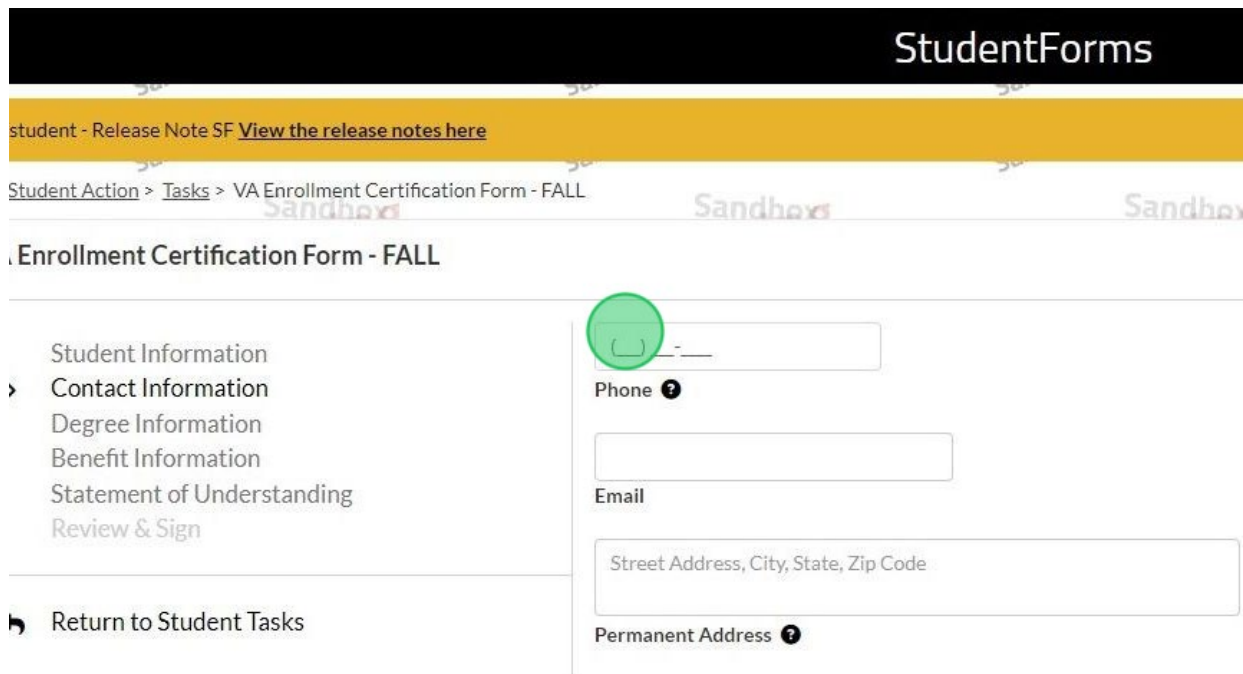
Continue

16)

When you move to the **Contact Information** section, please enter the following items and select 'Continue' when finished.

- Phone number (including area code)
- Your Millersville Email Address
- Your Permanent Address
 - Street Address
 - City, State, Zip Code

Depending on whether or not you already have a profile set up with the VA Education Benefits area, these items may be needed to create your profile.



The screenshot shows the 'StudentForms' header in a black bar. Below it is a yellow banner with the text 'student - Release Note SF [View the release notes here](#)'. The breadcrumb trail reads 'Student Action > Tasks > VA Enrollment Certification Form - FALL'. The main title is 'Enrollment Certification Form - FALL'. On the left is a sidebar menu with options: 'Student Information', 'Contact Information' (highlighted with a right-pointing arrow), 'Degree Information', 'Benefit Information', 'Statement of Understanding', and 'Review & Sign'. At the bottom of the sidebar is a link 'Return to Student Tasks'. The main content area contains four input fields: a 'Phone' field with a green circle around the area code placeholder '()', an 'Email' field, a 'Street Address, City, State, Zip Code' field, and a 'Permanent Address' field. Each of the last three fields has a question mark icon to its right.

17)

The **Degree Information** section of the form will ask you to indicate what degree type you are pursuing, what your major is, if there is a change in your major since the last VA Enrollment Certification Form submission, and how many credits you wish to be certified for.

Once you have answered these questions, select 'Continue' to proceed to the next section.

Degree and Enrollment Information

Degree Type: ?

☐ Associate's Degree

☒ Bachelor's Degree

☐ Master's Degree

☐ Doctoral Degree

☐ Non-Degree Certification

What is your current major? ?

Under Water Basket Weaving

Has there been a change to your degree type or major since your previous submission? ?

☐ Yes

☐ No

☒ N/A - this is my first semester and/or I have never used VA benefits at Millersville

How many credits are you taking this semester and planning to use VA benefits for? ?

18)

On the Benefits Information page, you will select the VA Education Benefit you will be using. This will be indicated on the Certificate of Eligibility you receive from the VA.

Depending on your benefit, you will be prompted for additional information.

You will also be asked if you previously submitted a Certificate of Eligibility to the SCO at Millersville. Depending on your response, you will be prompted at the end to upload a copy along with this form. **Chapter 31- Veteran Readiness and Employment students will not need to provide a copy of their Certificate of Eligibility.**

Once you have completed these questions, select the 'Continue' button.

Note - If you indicate you have already submitted a Certificate of Eligibility, but have not, you will be asked to provide one at a later time. Incorrectly answering this questions can delay the submission of your information to the VA.

Statement of Understanding
Review & Sign

Return to Student Tasks

- Funds are paid directly to the student and the student is responsible.

All Chapter 30 recipients must verify their enrollment each month by using the WAV

☐ Chapter 31 - Veteran Readiness and Employment:

- Your VR&E Counselor must submit a valid purchase order before voucher, your VR&E counselor must submit a separate purchase order.
- Funds will be paid directly to Millersville University to cover Tuition.
- If you are eligible to receive a housing allowance, those funds will be paid directly to the student.

☒ Chapter 33 - Post 9/11 GI Bill:

- Funds are paid directly to Millersville University to cover tuition and books.
- If your eligibility is not 100%, you must pay the difference.
- If you are eligible to receive a Basic Housing Allowance (BHA), those funds will be paid directly to the student.

All Chapter 33 recipients must verify their enrollment each month by text message

☐ Chapter 33 - Transferred Post 9/11 GI Bill to Spouse or Dependent:

- Funds are paid directly to Millersville University to cover tuition and books.

19)

Here is an example of an additional question prompt. For a student using Chapter 33 Post 9/11 GI Bill benefits, you will be prompted to provide the percentage of eligibility as listed on your Certificate of Eligibility.

- Funds are paid directly to the student and the student is responsible to pay any outstanding bill with the Office of Student Accounts date.

☐ Chapter 1606 – Montgomery GI Bill - Selected Reserve:

- Funds are paid directly to the student and the student is responsible to pay any outstanding bill with the Office of Student Accounts date.

All Chapter 1606 recipients must verify their enrollment each month by using the WAVE application on the [GI Bill Website](#) or phone (1-877-823-2378).

What percentage eligibility do you have? 

Certificate of Eligibility

Have you previously submitted your Certificate of Eligibility to the Office of Financial Aid? 

☐ Yes

☐ No

☐ I don't know

☐ There is a change in benefit type and I will resubmit an updated copy

20)

The file section of the VA Enrollment Certification Form is the **Statement of Understanding**. Once you have initialed after each statement, you can select the 'Continue' button to review and sign the form.

It is important you read each statement and provide your initials indicating you have read and understand the policies and your responsibilities.

The screenshot shows the 'Enrollment Certification Form - FALL'. On the left is a navigation menu with links: 'Student Information', 'Contact Information', 'Degree Information', 'Benefit Information', 'Statement of Understanding' (highlighted with a right-pointing arrow), and 'Review & Sign'. Below the menu is a link 'Return to Student Tasks'. The main content area is titled 'Statement of Understanding' and contains four statements, each with a green circle for initials:

- Register First:** I understand that I must be registered for classes before sub...
- Submit Every Semester:** I acknowledge that it is my responsibility to comple
- Degree Requirements:** I am aware that only courses listed as required on n VA purposes.
- Declaring a Major:** I understand that I cannot be certified beyond my sopho

Below the last statement is another line: **Debt Responsibility:** I acknowledge that I am personally responsible for all

21)

To sign the form, you will need to create an E-Sign PIN. This will be a 5 digit number you will use each time to Sign Documents in Student Forms.

If you forget your PIN you can select the "Forgot your E-Sign PIN?" options above the field.

The screenshot shows the bottom section of the form for E-Signing. It includes two horizontal lines for dates, each labeled 'Date'. Below these is the section for the E-Sign PIN:

- A label '* E-Sign PIN'.
- A link 'Forgot your E-Sign PIN?' with a question mark icon.
- A text input field for the PIN.
- A toggle switch for 'Opt out of E-Sign' with a question mark icon, currently set to 'NO'.
- An 'E-Sign' button.

22)

You will enter the required information and create your 5 digit pin and select Create or Reset if resetting your PIN.

You may choose any 5 digit number for your PIN.

* PIN

* Confirm PIN

* Required

Information provided in the fields must match information provided on the Free Application for Federal Student Aid (FAFSA). Please ensure all four pieces of information match to what you provide on the FAFSA. If you have not submitted a FAFSA to your school, please ensure that the information matches the information your school has on file.

Reset

Cancel

Version 22.59.26737

23)

When you reach the **Review and Sign** section of the form, please verify all information you entered is correct. At the bottom of the page, you will be prompted for a pin # that you created and will need to enter and digitally sign the form.

If you opt to not use the digital signing option, you will be required to print the form out, sign it, and re-upload it to the student forms portal.

Date

* E-Sign PIN
Forgot your E-Sign PIN? ?

.....

Opt out of E-Sign ? NO

E-Sign

i9.26737
Statement

10:49 AM
7/2/2024

24)

Once you enter your Pin and select the 'E-Sign' option, you will be prompted with the E-Sign Terms and Conditions page.

...to receive paper copies or any electronic records. If you wish to receive a paper copy, please send a request with your name, address, daytime telephone number, and the document you wish to receive to one of the following:

il:

re:

uirements

se electronic signatures and to receive electronic communications, you must have

ional computer or other device that can connect to the Internet

are that enables you to receive and view Portable Document Format (PDF) files, such as Adobe Acrobat Reader (available for a download at <https://get.adobe.com/reader/>)

ernet browser that supports 128-bit encryption, including any of the following:

- Edge
- Firefox
- Chrome
- Safari

of Electronic Signatures

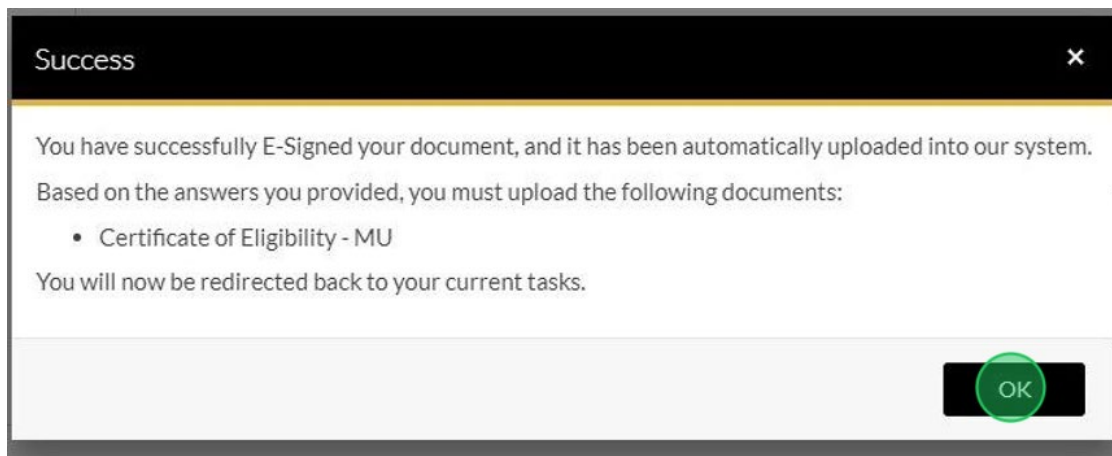
hdraw your consent to use electronic signatures at any time. If you wish to do so, you may check to opt out of the ability to ly sign a document wherever an electronic signature may be applied. You will only have the ability to turn in documentation as n the Paper Signature section above. Unselecting the decision to opt out will require you to re-accept the Consent to Use of ignatures before you may begin applying electronic signatures to your documents.

Confirm Cancel

25)

As long as you Confirm the E-Sign Terms and Conditions, you will be provided the pop-up letting you know that you have successfully E-Signed the VA Enrollment Certification Form.

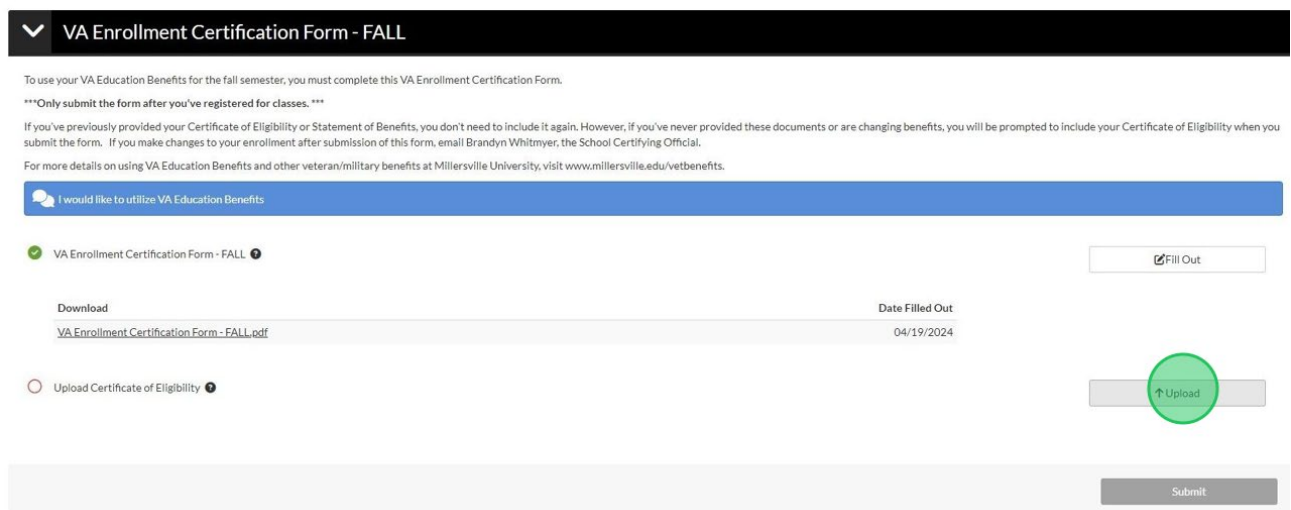
This pop-up will also let you know if you have any additional steps to complete and you will then be taken back to the main page of the VA Workflow.



26)

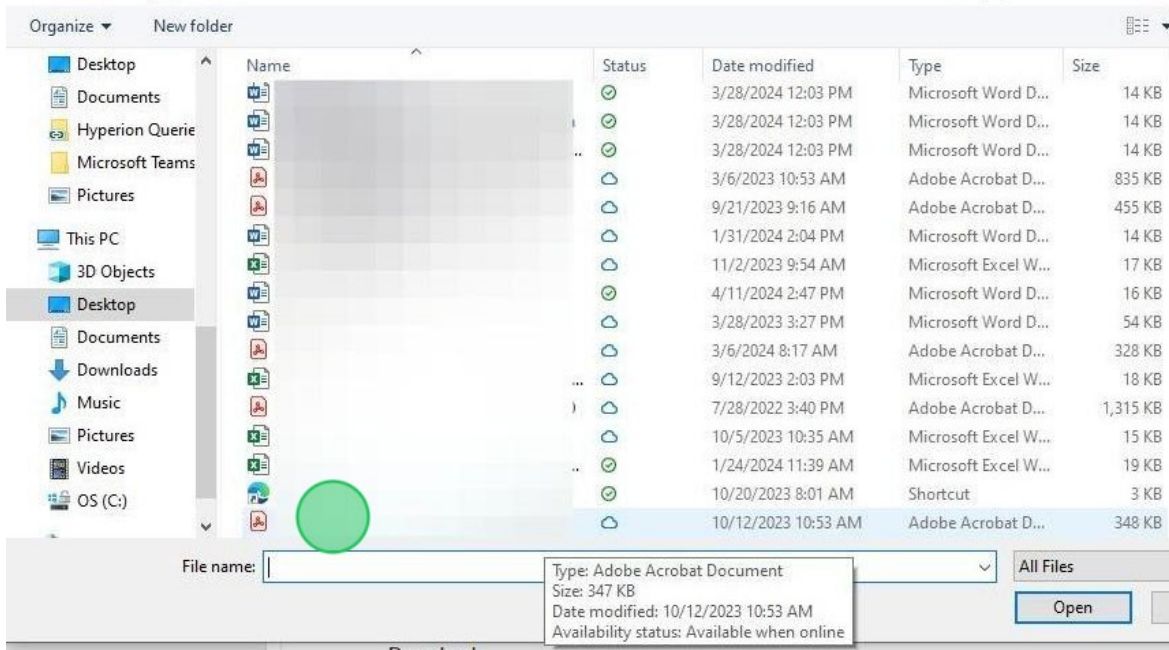
Based on your responses to the form, if required, you will be prompted to upload a copy of your Certificate of Eligibility.

To do so, select the 'Upload' button.

A screenshot of the "VA Enrollment Certification Form - FALL" page. The page has a black header bar with a dropdown arrow and the title "VA Enrollment Certification Form - FALL". Below the header, there is a blue bar with a speech bubble icon and the text "I would like to utilize VA Education Benefits". The main content area is white and contains the following text: "To use your VA Education Benefits for the fall semester, you must complete this VA Enrollment Certification Form. ***Only submit the form after you've registered for classes.*** If you've previously provided your Certificate of Eligibility or Statement of Benefits, you don't need to include it again. However, if you've never provided these documents or are changing benefits, you will be prompted to include your Certificate of Eligibility when you submit the form. If you make changes to your enrollment after submission of this form, email Brandyn Whitmyer, the School Certifying Official. For more details on using VA Education Benefits and other veteran/military benefits at Millersville University, visit www.millersville.edu/vetbenefits." Below this text, there is a table with two columns: "Download" and "Date Filled Out". The table has one row with the file name "VA Enrollment Certification Form - FALL.pdf" and the date "04/19/2024". To the right of the table, there is a button labeled "Fill Out". Below the table, there is a section titled "Upload Certificate of Eligibility" with a red circle icon and a button labeled "Upload" with a green circle icon. At the bottom right, there is a "Submit" button.

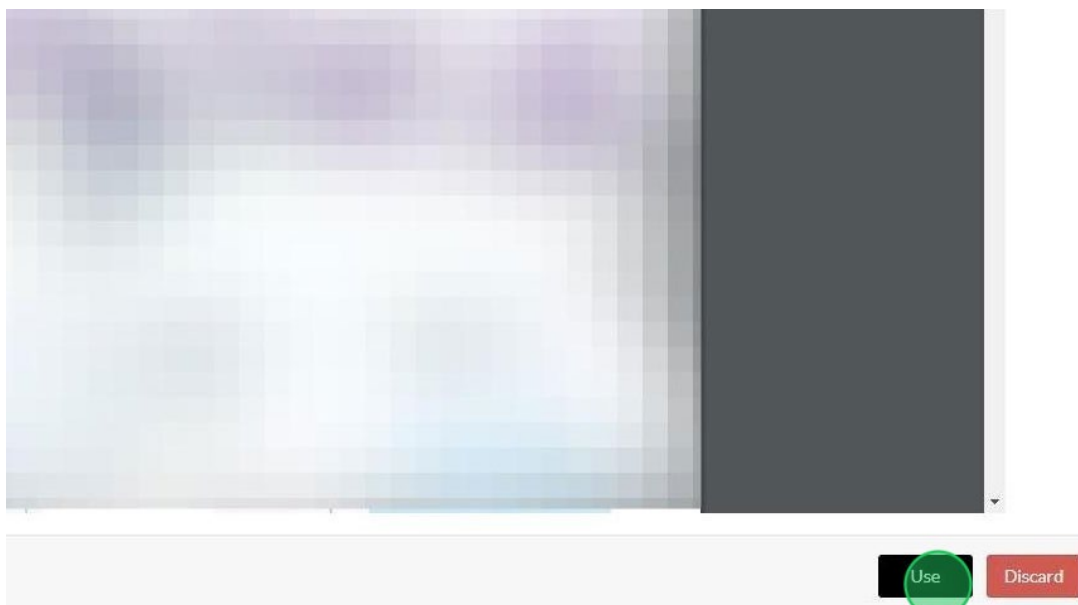
27)

Your File Manager will open and you can select the desired file and hit 'Open'.



28)

A copy of the file will open in Student Forms for you to review and verify. Once you are satisfied, you can select the 'Use' options. You will be prompted on whether or not you would like to add additional pages. You are welcome to add as many pages as you need and once finished select 'No'.



29)

Once you have all of the necessary documentation and forms submitted, you can hit the 'Submit' button. This will push the documents to SCO to process.

Fill Out

Date Filled Out

04/19/2024

+ Add Page(s)

Date Uploaded

04/19/2024

Submit

30)

You will see a checkmark to the right of the form(s) that have been submitted.

StudentForms

Jorgenson

student - Release Note SF [View the release notes here](#)

seeds Student Action > 2024 - 2025 VA Workflow

2024 - 2025 VA Workflow

> VA Enrollment Certification Form - FALL

> VA Enrollment Certification Form - SPRING

31)

If you determine you do need to edit something after you submit it, you will see an 'Edit' Button you can use to make corrections. Please note you will need to resign off on the form if you make any edits and you will need to hit the 'Submit' button again before anything will be sent to the SCO for processing.

The screenshot displays a form interface with the following elements:

- A button labeled "Fill Out" with a pencil icon, located in the top right corner.
- A table with two columns: "Date Filled Out" and "04/19/2024".
- A button labeled "+ Add Page(s)", located below the first table.
- A second table with two columns: "Date Uploaded" and "04/19/2024".
- An "Edit" button, located at the bottom right, which is highlighted with a green circle.

32)

Once you have created your account, you will just need to log back into Student Forms and go through the steps each time you need to complete a VA Enrollment Certification Form.

If you are requesting to use VA Benefits for a prior academic year that has already passed, please reach out to the SCO directly via email for instructions on submitting a prior year form.

Each Academic Year a new VA Workflow will become available for that year and you will need to add it to complete the necessary forms for that academic year.