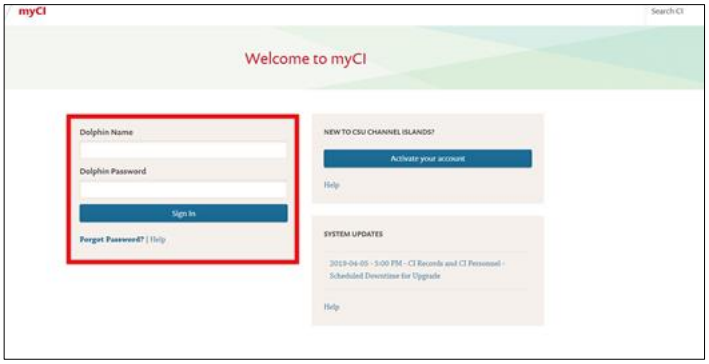
How To Guide: Request Veterans Education Benefits Certification

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.

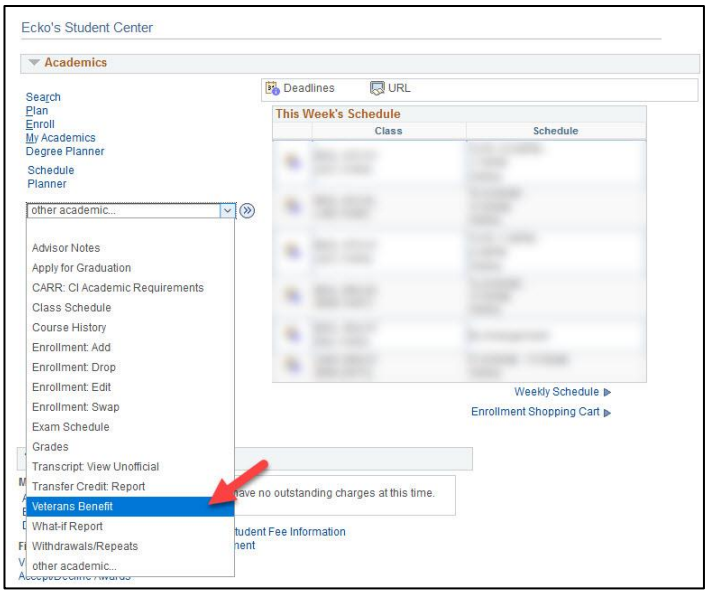
   *Both are case sensitive.

3. Once you are logged into myCI, click on **CI Records**

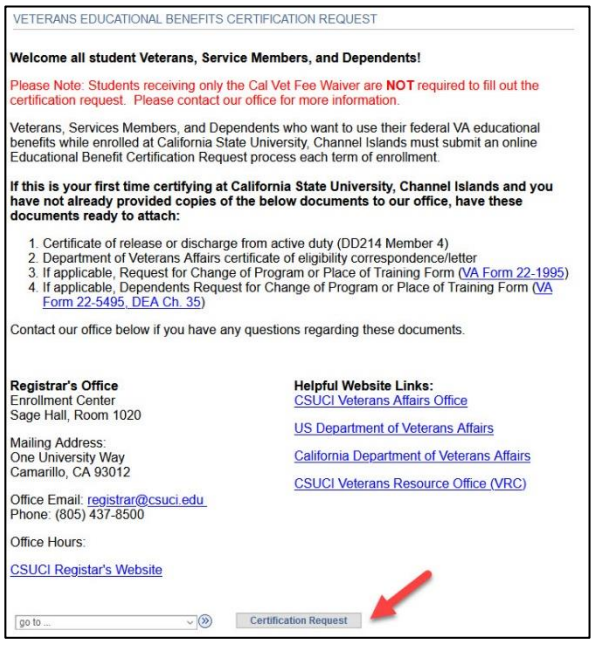
4. In your Student Center, navigate to the **Academics** section and in the dropdown select **Veterans Benefit**

   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.



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 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.



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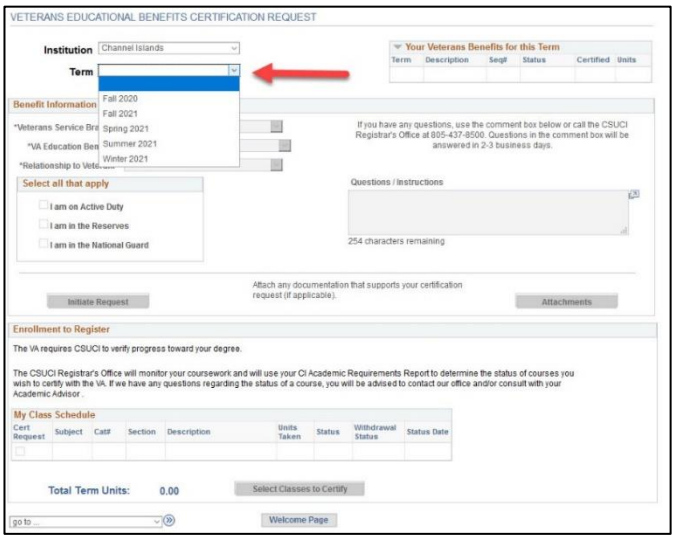
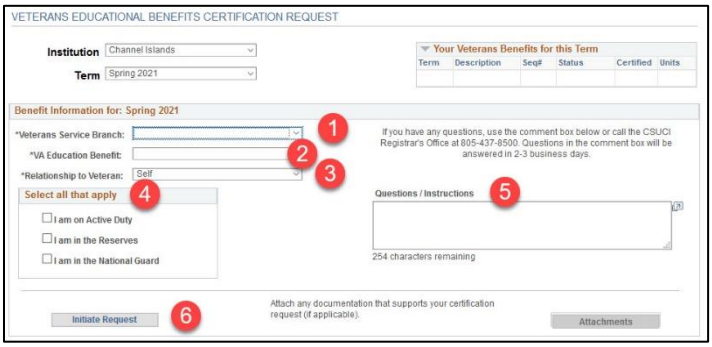
6. The Certification Request page displays.
   It's a "gateway" to the other pages in the module.

   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.

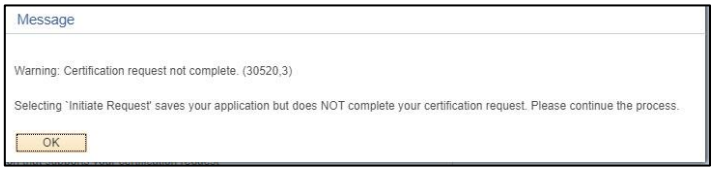
7. In the 3 drop-down menus, make your selections for:



   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.
   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.



   - 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.

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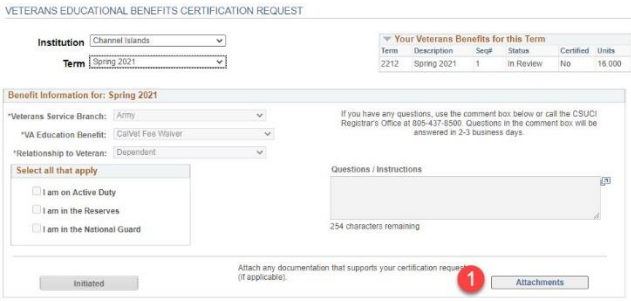
9. The Attachments page displays for the selected term.
All veterans, service members, and dependents are required to attach the following documents one time only:

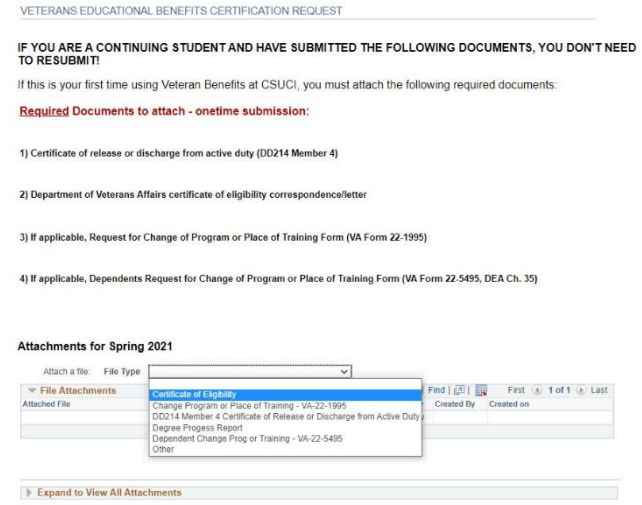
1. Department of Veterans Affairs Certificate of Eligibility correspondence/letter (first page only)
AND,
2. Certificate of Release or Discharge from Active Duty (DD-214) if you are a veteran or you are a dependent using Chapter 35 benefits. (Dependents using Chapter 33 do not need to submit)

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.

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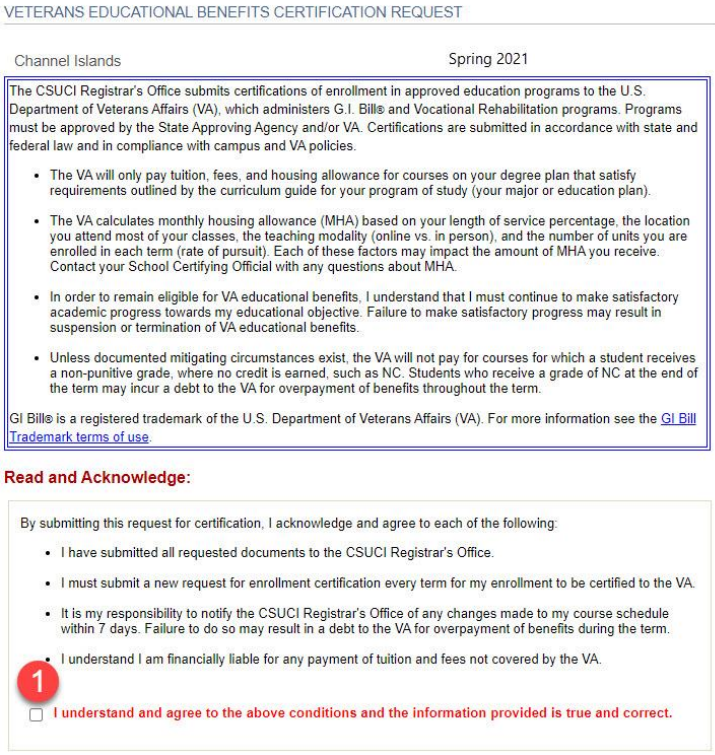
10. If you have enrolled in classes for the term, you are ready to request certification for the courses in your schedule.

- 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.

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



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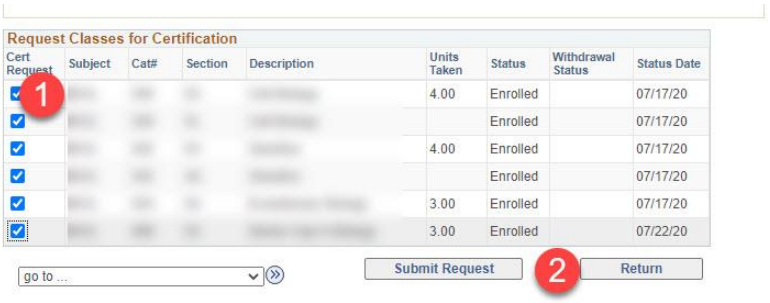
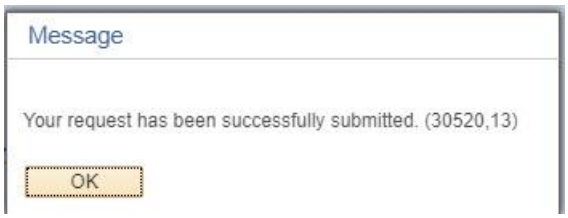
- In the My Class Schedule table, your courses display for the term you selected. The table is greyed out, but the columns and rows contain the following data:
    - Column 1 – Cert Request: Check boxes indicate the courses you have already requested for certification. The check boxes are blank until you make the initial certification request.
    - Columns 2-5: Course subject, number, section and description
    - Column 6 – Status: Courses are enrolled or dropped
    - Column 7 – Withdrawal Status: This will update should a class be withdrawn.
    - 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.



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

Please see the CI Benefits Timeline for more information on certification timelines.