Instructions for Completing the VA Enrollment Certification Form

Students who are receiving VA educational funding benefits must complete a VA Certification Form every semester, and the form must be processed before funding can be made available.

Process: When everything goes smoothly and there are no errors on the form, the Advising Center forwards the VA Enrollment Certification form to Records in 2-5 working days. Once Records files your paperwork with the VA office, you will receive an email to your @hawaii.edu address notifying you that the VA office has received your certification. From the time you receive that confirmation email from the VA office until funding becomes available, it can take 4-6 weeks, so please plan ahead. Please note that our AH/LLL Advisors do not sign VA Certification Forms during appointments. After you submit the form, an Advisor will check and send it to Records. If there are errors or corrections, the Advisor will contact you via your @hawaii.edu email address.

Register First! If you are not yet registered for the coming semester, do so before beginning the VA certification process; we can only certify courses in which you are currently enrolled.

Continuing UHM Students with AH/LLL Majors:
If you:  (a) are receiving VA education funding benefits;  
(b) have already registered for the coming semester; and  
(c) have NOT applied for graduation, please follow the instructions in order:

1- Meet with your official major department advisor, who will initial in the left margin next to the courses that are applicable to that major. If you have multiple majors, each department advisor must initial next to the courses relevant for that major.

2- If you are completing a minor/certificate, meet with your official minor/certificate department advisor, who will initial in the left margin next to the courses that are applicable to that minor/certificate.

3- After you obtain signatures of approval from all major and/or minor/certificate advisors, drop off your VA Form to the Welcome Desk at the Advising Center (QLC 113) for final evaluation by a college advisor. The Advising Center will send the form to the Registrar on your behalf.

Graduating Seniors: If you have already submitted your graduation paperwork to the Advising Center, then:

1- Register for courses (making sure your courses match what’s on your Graduation Plan);  
2- Complete the VA Certification Form and write “GRADUATING” at the top; then  
3- Submit the form to the Welcome Desk at the Advising Center (QLC 113). You do NOT need approval from your major and minor/certificate advisors.