Step 1: Login to your My Fresno State account and go to your Student Center.

Step 2:

Click on the first green arrow to view “My Academic Records & Registration”.

From the drop down menu, select Veterans Benefits. Click on the blue double errors to continue.
Step 3:

Carefully read the information on the welcome page. When finished, click Continue.

Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST

Welcome all student Veterans, Service Members, and Dependents!

Please Note: Students receiving only the Cal Vet Fee Waiver are NOT required to fill out the certification 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 Fresno State must submit an online Educational Benefit Certification Request process each term of enrollment.

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

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

Contact our office below if you have any questions regarding these documents.

Fresno State Veterans Resource Center
Campus Location: University Center 101
Mailing Address: 5240 N Jackson Ave M/S UC59
Fresno, CA 93740
Office Email: fsveterans@mail.fresnostate.edu
Phone: (559) 278-6036
Fax: (559) 278-7017

Regular Office Hours:
Monday to Friday: 8:00AM to 5:00PM
Summer Hours: 7:00AM to 3:30PM

Helpful Website Links:
US Department of Veterans Affairs
Fresno State Veterans Resource Center
Step 4:
Select the term you are requesting certification for by clicking on the hour glass. **PLEASE NOTE – Terms become available after you have registered for classes. You cannot request certification before enrolling!**

Step 5:
Complete the three required fields and make a selection (if applicable) that informs us what benefits you are using. If you have questions for the Veterans Resource Center regarding your certification, please use the text box indicated on the right hand side. Someone from our office will get back to you in 1-2 business days.
Complete Step 1 by hitting “Initiate Request”. If this is your first time certifying at Fresno State, refer to the welcome page (on page 2 of this user guide) and attach any required forms using the attachments feature.

Step 6:
Once you have enrolled in all of your classes, you are ready to complete Step 2 of the Certification Process and submit your request. View your schedule on the second half of the page, if all of your classes are there, click “Step 2: Submit Request”. Please carefully read the box to the right of your courses.
Step 7:

Read and Acknowledge this page very carefully. It’s important you understand your responsibility as part of the certification process. When finished, hit “Save and Submit”.

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<th>Section</th>
<th>Description</th>
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Total Semester Units: 16.00
You’re done! The Veterans Resource Center team will now review your certification request and determine if the courses you are enrolled in are eligible. Any further questions, please call our office at 559-278-6036.