

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.

The screenshot shows the Fresno State Student Center interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below this is the Fresno State logo and a search bar. The main heading is 'Laura's Student Center'. A message states: 'Click on each green arrow to expand the desired information.' The 'My Academic Records & Registration' section is expanded, showing a list of links: 'Class Search', 'Schedule Planner', 'Class Wish List', 'Class Enrollment', 'Academic Info', 'Enroll in CSU Fully Online', 'My Grades', 'My Transcripts', and 'View University Catalog'. A dropdown menu is open, listing: 'Class Schedule', 'ContinGlobalEd Class', 'Enrollment Verification', 'Transfer Credit Report', 'Veteran Benefits', 'Withdrawals/Repeats', and 'other academic...'. A red arrow points to 'Veteran Benefits'. To the right, there is a 'SEARCH FOR CLASSES' button and several other sections: 'Important Info & Holds' (None), 'To Do List' (None), 'Enrollment Dates' (Open Enrollment Dates), 'Advisor' (Program Advisor: None Assigned), 'Important Links' (Register to Vote, California State Student Assoc, Violence Awareness Training), and 'CSU Initiatives' (CalFresh Interest).

Step 3:

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

## **Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST**

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**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](mailto: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:**

[Fresno State Veterans Resource Center](#)  
[US Department of Veterans Affairs](#)

go to ...  

Continue

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!**

Look Up Select The Term to Submit/View Benefit Info x

Empl ID

Term

Description

**Veterans/Service Members/Dependents for Ed**

**\*Select The Term to Submit/View Benefit Info**     Basic Lookup

**Search Results**

new 100 First 1-5 of 5 Last

Sequence Number	Term
10000	Select A Term
12183	2183 - Spring 2018
12187	2187 - Fall 2018
12193	2193 - Spring 2019
12197	2197 - Fall 2019

*Note: A red arrow points to the hourglass icon on the 'Select A Term' row in the search results table.*

**Benefit Information**

\*Veterans Service Branch:

\*VA Education Benefit:

\*Benefit Type:

Select all that apply

I am on Active Duty  I am Guard or Reserve

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

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**Enrollment to Register**

The VA requires Fresno State to verify progress toward your degree.

The Veterans Service Office will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor.

**My Class Schedule -**

Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date

Total Semester Units: **0.00**

go to ...

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.

Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST

\*Select The Term to Submit/View Benefit Info  **Fall 2019**

Your Veterans Benefits for this Term					
Term	Description	Seq#	Status	Certified	Units

Benefit Information for: Fall 2019

\*Veterans Service Branch:

\*VA Education Benefit:


\*Benefit Type:

Select all that apply

I am on Active Duty     I am Guard or Reserve

If you have any questions, use the comment box below or call the Veterans Services Office at 559-278-6036. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

[Step 1: Initiate Request](#)  Attach any documentation that supports your certification request (if applicable). [Attachments](#)

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Enrollment to Register for: Fall 2019

The VA requires Fresno State to verify progress toward your degree.

The Veterans Service Office will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor .

My Class Schedule - Fall 2019

Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
CRIM	100	15	Criminology	3.00	Enrolled		04/24/19
CRIM	127	12	Evidence	3.00	Enrolled		04/24/19
CRIM	134	06	CJ Counseling	3.00	Enrolled		04/24/19
LING	115	35	Lang Culture Soc	3.00	Enrolled		06/01/19
SOC	131	04	Soc Sex & Gender	3.00	Enrolled		04/24/19

**Fall 2019**

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes I must notify Fresno State Veterans Services Office immediately.

Total Semester Units: **15.00**    [Step 2: Submit Request](#)

[Welcome Page](#)

**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.

Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST

\*Select The Term to Submit/View Benefit Info  **Fall 2019**

▼ Your Veterans Benefits for this Term					
Term	Description	Seq#	Status	Certified	Units
2197	Fall 2019		Initiated		

**Benefit Information for: Fall 2019**

\*Veterans Service Branch:

\*VA Education Benefit:

\*Benefit Type:

If you have any questions, use the comment box below or call the Veterans Services Office at 559-278-6036. Questions in the comment box will be answered in 1-2 business days.

Questions / Instructions

Select all that apply

I am on Active Duty     I am Guard or Reserve

Step 1: Completed    Attach any documentation that supports your certification request (if applicable).    Attachments

**Enrollment to Register for: Fall 2019**

The VA requires Fresno State to verify progress toward your degree.

The Veterans Service Office will monitor your coursework and will use your Degree Progress Report to determine the status of courses you wish to certify with the VA. If we have any questions regarding the status of a course, you will be advised to contact our office and/or consult with your Academic Advisor .

**My Class Schedule - Fall 2019**

Subject	Cat#	Section	Description	Units Taken	Status	Withdrawal Status	Status Date
CRIM	100	15	Criminology	3.00	Enrolled		04/24/19
CRIM	127	12	Evidence	3.00	Enrolled		04/24/19
CRIM	134	06	CJ Counseling	3.00	Enrolled		04/24/19
LING	115	35	Lang Culture Soc	3.00	Enrolled		06/01/19
SOC	131	04	Soc Sex & Gender	3.00	Enrolled		04/24/19

**Total Semester Units: 15.00**    Step 2: Submit Request

When I submit my certification request, I am stating that my schedule is final and complete and I understand that if my schedule changes I must notify Fresno State Veterans Services Office immediately.

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Welcome Page

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".



## Veterans/Service Members/Dependents for Educational Benefits Certification REQUEST

### Federal Notice:

- You are required by the U.S. Department of Veterans Affairs to report all changes in educational enrollment (at the time it is processed) to the Veterans Service Office.
- This includes all drops and increases that affect enrollment time and all changes in degree plan.
- You must maintain satisfactory progress and request certification only for courses that apply to your degree, each semester.
- The U.S. Department of Veterans Affairs will prosecute and administer discipline accordingly, and possible penalties may include repayment of funds to the VA, delay in future payment of educational funds, and/or disqualification/cancellation of educational benefits.

### Read and Acknowledge:

- I understand that if I am registered solely in hybrid or online courses my benefits may be affected. I will check with the U.S. Department of Veterans Affairs.
- I understand it is my responsibility to submit documentation for benefits to the Fresno State Veterans Services Office.
- I understand that the VA will only pay for courses that are required for my degree at Fresno State.
- I understand that it is my responsibility to complete this online Veteran Educational Benefit Certification request **EVERY term**, if I want to receive benefits after registering for classes.
- I understand that if I change my schedule (adding or dropping), I must notify the Fresno State's Veterans Services Office within one week.
- I understand I will be financially liable for payment of fees not covered by the VA.

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

go to ...  

**Save and Submit**

[Welcome Page](#)

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.