

**NEW MEXICO HIGHLANDS UNIVERSITY**  
**STUDENTS REQUESTING VA EDUCATIONAL BENEFITS MUST COMPLETE**  
**THIS FORM EVERY SEMESTER**

NAME: \_\_\_\_\_  
STUDENT ID: @ \_\_\_\_\_ VA FILE NO. (if applicable): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ Email: \_\_\_\_\_

DEGREE SOUGHT: \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_  
(BA, BS, BBA, BSW, MA, MSW)

(If you are a junior or a senior, and have not filed a major/minor form, please do so this semester).

SEMESTER (to be certified) \_\_\_\_\_ HOURS ENROLLED \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Chapter 30—Montgomery GI Bill®—Active Duty                 | <input type="checkbox"/> Chapter 35—Survivor/Dependent of a Veteran        |
| <input type="checkbox"/> Chapter 31—Vocational Rehabilitation                       | <input type="checkbox"/> Chapter 1606—Selected Reserve                     |
| <input type="checkbox"/> Chapter 33—Post 9/11 GI Bill® *                            | <input type="checkbox"/> Chapter 1607—REAP—Reserve Educ Assistance Program |
| <input type="checkbox"/> Chapter 33TOE—Post 9/11 GI Bill® Transfer of Entitlement * |  |

**\*Tuition & Fee amount for students receiving Ch 33 Educational Benefits will be submitted to the VA as 0 until financial aid disbursements have been posted to student account.**

- CONTINUING STUDENT, LAST SEMESTER ATTENDED: \_\_\_\_\_
- TRANSFERRING STUDENT, LIST ALL COLLEGES AND UNIVERSITIES PREVIOUSLY ATTENDED: \_\_\_\_\_
- BEGINNING STUDENT FIRST TERM IN COLLEGE

**Please provide the Office of the Registrar with a copy of military transcripts for military credit evaluation.**

- VA only pays for classes that are part of your major, minor, or core. Courses previously completed with a passing grade, audit, or optional course cannot be certified.
- VA will pay for a course from the day the course begins to the day the course ends. Courses taken with different beginning and ending dates will be adjusted for payment by the VA.
- Students must notify this office if a course is dropped or withdrawn and provide a last date of attendance. This date is reported to the VA and may cause an overpayment.
- Students receiving benefits under Chapter 30, 1606, or 1607 must verify their enrollment with the VA on the first day of each month by either calling 1-877-823-2378 or online at <https://www.gibill.va.gov/wave/index.do>
- As of August 1, 2021, Ch 33 students must verify enrollment status each month to continue receiving their monthly housing allowance. "Opt in" to text messaging or call 1-888-442-4551 to verify
- All students receiving VA educational benefits must maintain at least a 2.0 GPA for Undergraduates and a 3.0 GPA for Graduate Students.
- Students are responsible for all charges incurred at the university.
- Students participating in a consortium agreement must provide a copy of their schedule to the Registrar's Office if the classes are to be certified.
- Questions concerning eligibility or payments may be directed to the VA Regional Office in Muskogee, Oklahoma at 1-888-442-4551.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**Fill in all information and return to:**

New Mexico Highlands University  
Registrar's Office—VA Certifying Official  
PO Box 9000  
Las Vegas, NM 87701  
Phone: 505-454-3424  
Fax: 505-454-3552  
Email: arcrespin@nmhu.edu

**For Office Use Only:**

Processed By: \_\_\_\_\_  
Date: \_\_\_\_\_