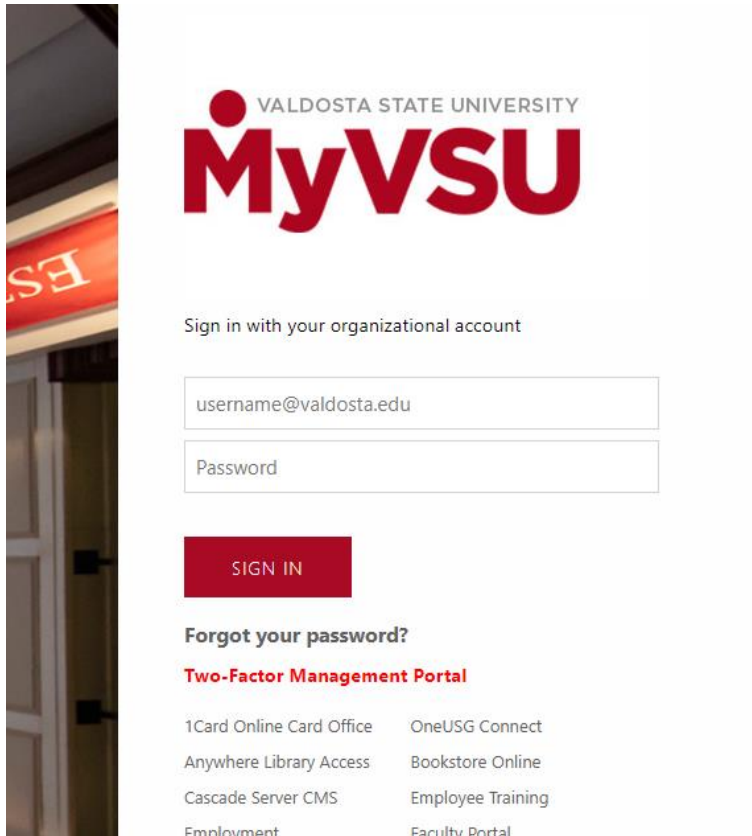
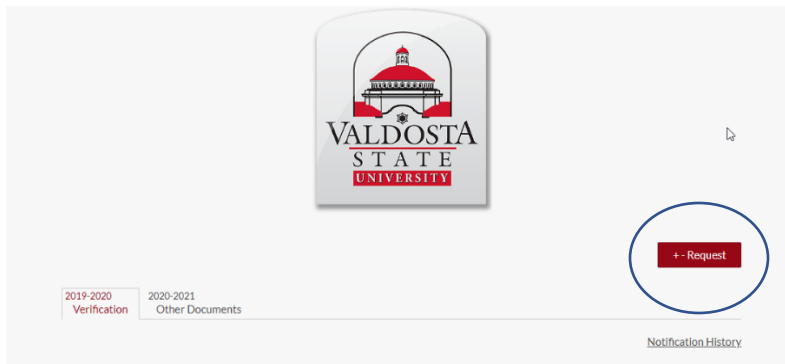


# Online VA Semester Checklist Instructions

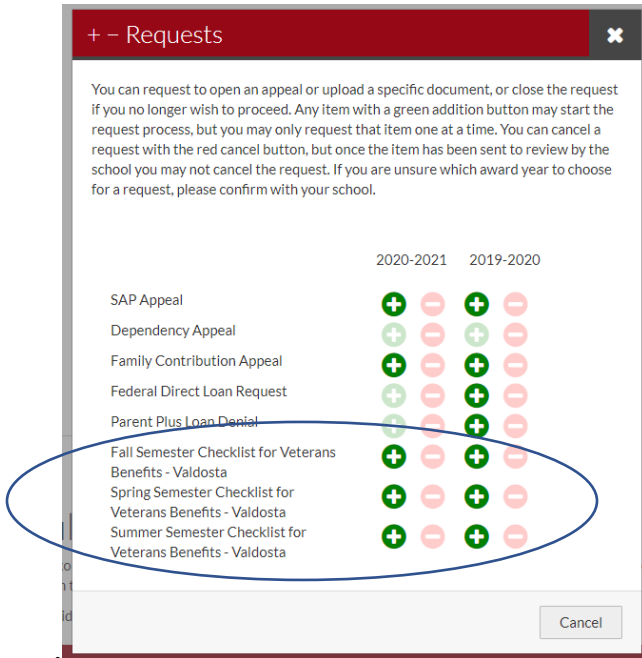
Visit <https://valdosta.verifymyfafsa.com> and log in with your MyVSU Credentials.



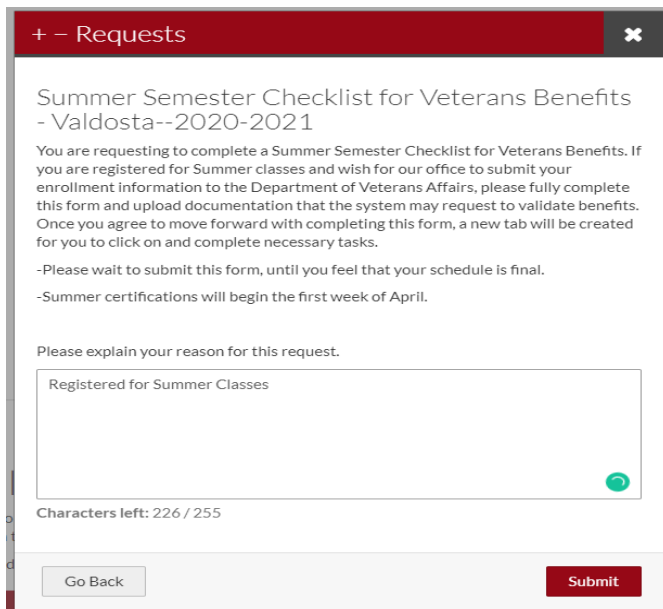
Click the “Request” link at top of the page.



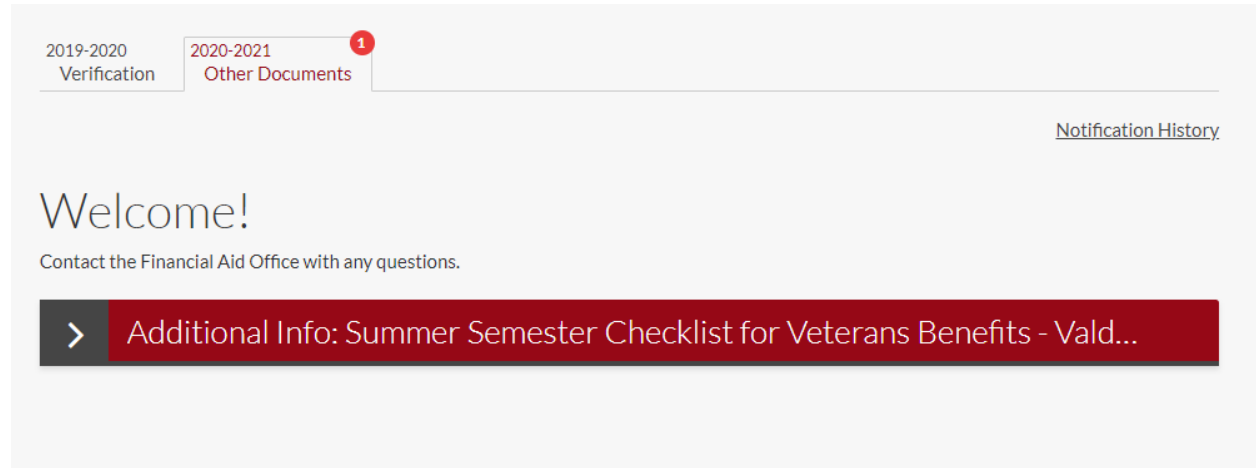
Choose one of the three “Semester Checklist for Veterans Benefits” options (Fall, Spring, or Summer) by clicking the green plus sign. It does not matter which year you choose



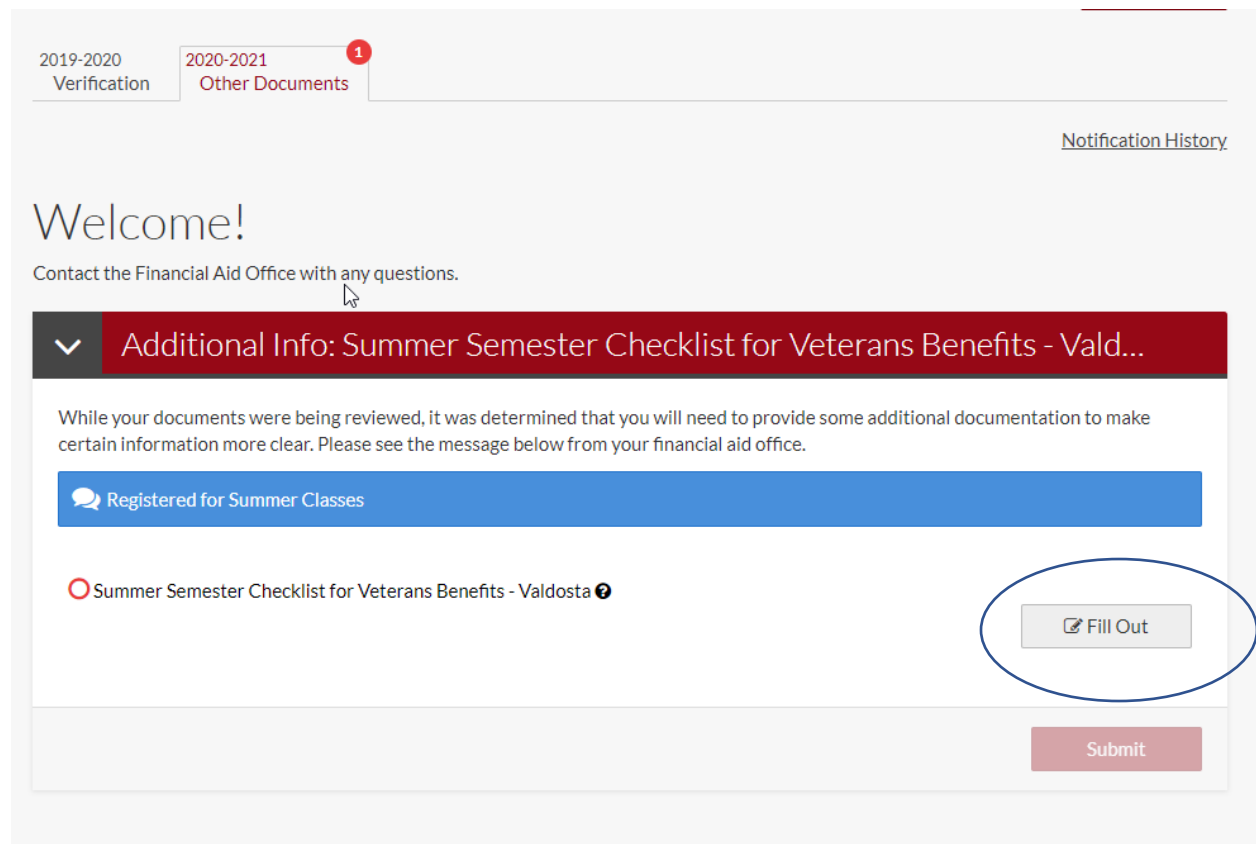
After choosing one of the three Semester Checklist options, you will see a pop-up window. Briefly explain why you are wishing to submit this form (example: I am registered for classes). Then click “submit”.



The page will update and you will see a new tab created, which will be called “Other Documents”. This tab will show you that there is a task for you to complete, which is the Semester Checklist.



Click on the red bar to open up the additional information. Then, click the “Fill Out” button to proceed.



Answer all of the questions on the form. Based on the answers to these questions, the form will determine what (if any) additional information may be needed. Then, click the “Continue” button.

### Summer Semester Checklist for Veterans Benefits - Valdosta

> Summer Semester Checklist Review & Sign

← Return to Student Tasks

### Summer Semester Checklist

This checklist must be completed each semester that you wish to use VA benefits.

Date of Birth

Are you in Active Duty?  
 Yes  No

Academic Status  
 Undergraduate Student  
 Graduate Student  
 Transient

G.I. Bill Program  
 Ch. 30/34 (Prior Service / Active Duty)  
 Ch. 31 (Vocational Rehabilitation)  
 Ch. 1607 (REAP)  
 Ch. 35 (Dependent)  
 Ch. 1606 (Active Reserve)  
 Ch. 33 (Post 9/11 GI bill)

I am a...  
 Veteran, first semester at VSU  
 Veteran, previously attended VSU  
 Dependent (Spouse or child of veteran), first semester at VSU  
 Dependent (Spouse or child of veteran), previously attended VSU

Will you receive Active Duty tuition assistance this semester?  
 Yes  No

What is your current major?

If this is a new degree program, please fill out a change of program form with the VA office. The form that needs to be completed is either a 22-1995 (for most VA benefits) or a 22-5495 (for recipients of the Chapter 35 benefit).

Is this for the current aid year ( 2020-2021)?  
 Yes  No

You must provide a copy of your Certificate of Eligibility. For NEW STUDENTS, we will need your Certificate of Eligibility or NOBE. For RETURNING STUDENTS using POST 9/11 (CHAPTER 33) we will need your updated Certificate of Eligibility (all pages including how much time you have remaining in benefits) every semester. An updated Certificate of Eligibility is needed every

**Continue →**

This next page is a summary of all the answers your provided to the questions. If the answers look correct, proceed to electronically signing the form. If an answer to a question does not look correct, return to the prior screen to make changes before attempting to sign the document.

If this is a new degree program, please fill out a change of program form with the VA office. The form that needs to be completed is either a 22-1995 (for most VA benefits) or a 22-5495 (for recipients of the Chapter 35 benefit).

Is this for the current aid year (2020-2021)?  
 Yes  No

You must provide a copy of your Certificate of Eligibility. For NEW STUDENTS, we will need your Certificate of Eligibility or NOBE. For RETURNING STUDENTS using POST 9/11 (CHAPTER 33) we will need your updated Certificate of Eligibility (all pages including how much time you have remaining in benefits) every semester. An updated Certificate of Eligibility is needed every semester to process Chapter 33 (Post 9/11) and Chapter 31 (VocRehab) benefits.

Certification and Signatures

Each person signing this worksheet certifies that all of the information reported on it is complete and correct. **WARNING:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

The student must sign and date this form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (optional)

\_\_\_\_\_  
Date

E-Sign PIN  
Forgot your E-Sign PIN? ⓘ

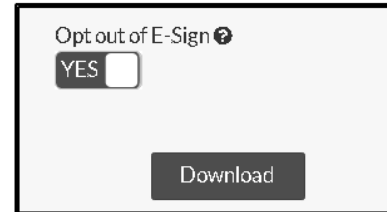
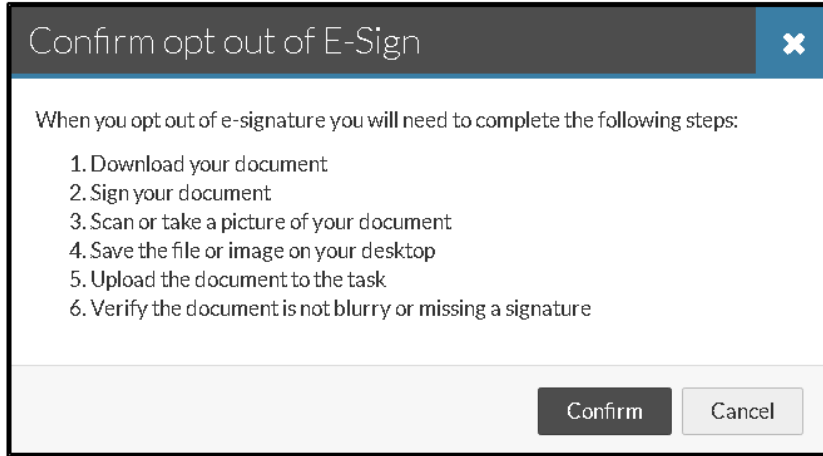
Opt out of E-Sign ⓘ  
 NO

The preferred method to signing these documents is electronically by creating an E-sign Pin by clicking on the ⓘ. Once the pin is created, it may be immediately used to e-sign. Just be sure to click the “E-Sign” button after entering the pin.

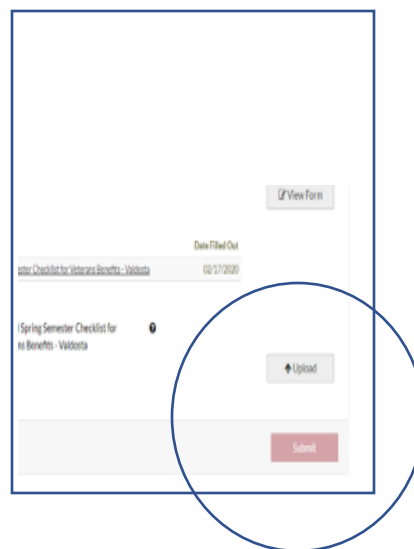
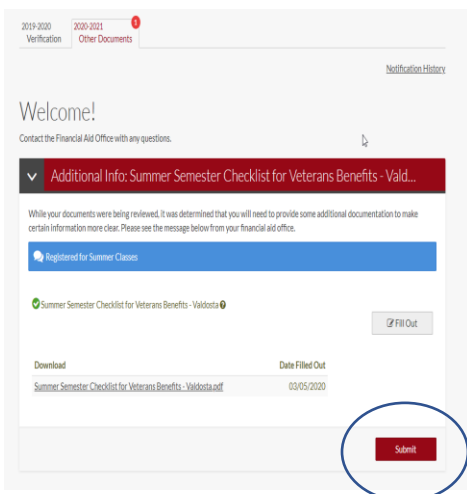
E-Sign PIN  
Forgot your E-Sign PIN? ⓘ

Opt out of E-Sign ⓘ  
 NO

If you choose to opt-out of the e-signature process, the system is going to alert you that this will result in several new steps to complete. This will include the need to download, print out, sign, and then upload the document back to this system.



Once the document is signed, the screen will then look like this below. Be sure to click the “Submit” and then the “Finish” button to officially submit the document for processing. Please note that if additional documents are also needed (example: Certificate of Eligibility), it will look like the image on the right and the documents will need to be uploaded prior to being able to click “submit”.



Finished! You will receive text and/or email alerts regarding the status of your submission over the next several days.