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## Course Certification Request for VA Educational Benefits

Are you currently in overpayment with the Department of Veteran's Affairs? Yes  or No

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_ @lssu.edu\*

\_\_\_\_\_ Cell Phone: \_\_\_\_\_

Is above address:  Permanent;  Local

\*LSSU Policy instructs that we only communicate to student's using their MyLSSU email.

### VA INFORMATION:

Chapter: \_\_\_\_\_ VA File Number: \_\_\_\_\_  
(Certificate of Eligibility required for Chapter 33 Post-911 Education Benefit)

### COURSE INFORMATION:

Please ensure you have turned in a degree audit for the below Major/Minor to Luanne Webb, VA Certifying Official.

Major\*: \_\_\_\_\_ Concentration \_\_\_\_\_

Minor(s): \_\_\_\_\_

\*If the above is a new major you must request a "Request for Change of Program or Place of Training" form –  
Contact Luanne Webb, VA Certifying Official, LSSU.

Please indicate which semester you are requesting certification for this academic year:

Fall  Spring  Summer

Please certify the following courses which are required for my major and/or minor:

CRN e.g. 10005	COURSE CODE e.g. ACTG 332-001	# OF CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If necessary, continue on reverse.

Total: \_\_\_\_\_

I understand that if these courses are not required for my declared major and/or minor they are not certifiable for VA Educational Benefits. I am responsible to ensure that if I stop attending class(es) for any reason, I will immediately contact the VA Certifying Official at LSSU using the below address/email. I understand that once I am certified a hold will be placed on my schedule to prevent any changes unless I contact the VA Certifying Official by email, telephone, or in person at the Student Service Counter. This hold expires prior to scheduling for the next semester.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: Lake Superior State University, Fletcher Center for Student Services  
Attn: Luanne Webb, Manager, Student Service Counter  
650 W. Easterday Ave. Sault Ste Marie, MI 49783  
FAX: 906-635-6669, lwebb@lssu.edu