Lake Superior State University
Website: www.lssu.edu/registrar/va

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: _____ **Ch 33 Benefit Transfer? Yes ❑ or No ❑** **VA File #**:_____

(Certificate of Eligibility required for Chapter 33 Post-911 Education Benefit)

❑ **U.S. Coast Guard Member** ❑ **Dependent of U.S. Coast Guard Member**

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