# VA Undergraduate Enrollment Certification Worksheet
## For Degree Seeking Students

This form must be completed and turned in to the KUMC VA certifying official, G035 Dykes Library, each semester that you wish to use your VA benefits.

<table>
<thead>
<tr>
<th>KUID #</th>
<th>NAME</th>
<th>SSN XXX-XX-__ __ __</th>
<th>PHONE #</th>
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</thead>
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E-Mail __________________________________________

Are you receiving GoArmyEd Tuition Assistance (TA) for this semester? Yes / No
If yes, what amount? ________________

Are you Active Duty? Yes / No
If yes, are you applying for or receiving in-state tuition? Yes / No
Do you live on base? Yes/No

* If your address/phone number/e-mail has changed or you’ve been away for a semester or longer, please fill out a Veteran’s Information Sheet (update form), available at room 3007 Student Center.

## INFORMATION TO BE CERTIFIED BY AN ADVISOR

- **KUMC DEGREE SEEKING STUDENT** – INDICATE SCHOOL: __________________________________________
- Has the student officially -declared his/her major? Yes / No
  - If yes, list intended major: ______________________________________________________________________
  - List Minor/Concentration/2nd Major: ____________________________________________________________________
  - BA □ BS □ BGS □
  - If no, list intended major: ______________________________________________________________________
    - Anticipated Declaration Date: ____________
    - BA □ BS □ BGS □

## SEMESTER AND CLASSES TO BE CERTIFIED

- □ SPRING  □ SUMMER  □ FALL  20____

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>Degree</th>
<th>Add-on</th>
<th>Repeated/Remedial Course</th>
<th>KUCE</th>
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<tbody>
<tr>
<td>NURS</td>
<td>352</td>
<td>3</td>
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* Reason for repeating course or taking remedial course (s): __________________________________________

Advisor’s Name (Print) ______________________________________  Advisor’s Phone Number __________________________

Advisor’s Signature ______________________________________  Date __________________________

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**CLASSES TAKEN AT ANOTHER INSTITUTION WHILE A DEGREE SEEKING STUDENT AT KUMC**

Office of the Registrar, 3901 Rainbow Blvd., MS 4005
Phone: (913) 588-7055  Fax: (913) 588-8841
Revised: 9/15/2015
- The KUMC VA Office corresponds via e-mail, it is your responsibility to check your e-mail account and ensure that we have the proper e-mail account information.

- Credit and No Credit (CR/NC) courses will only be accepted by the VA if the student receives credit in that course. No credit (NC) will be reported to the VA and may result in a repayment of funds from the student to the VA. In addition, a course cannot be taken as CR/NC if it is required for your major or minor. Some professional schools will not honor CR/NC for certain courses. Check with your advisor for further information.

- An incomplete will be reported to the VA. The student has one year to obtain a letter grade for that class or face possible repayment to the VA. Contact the VA Certifying Official, Kaley Williams, once a grade for the incomplete is received to ensure proper notification to the VA.

- Changes in your schedule involving dropping or adding a class, enrolling in classes outside your program plan, repeating classes or enrolling in short-term classes can affect your benefits. Failure to report changes may result in an overpayment of your benefit and subsequent repayment.

- The Enrollment Certification Worksheet **MUST** be resubmitted if any changes are made to your class schedule.

- Remedial classes, such as MATH 002, may not apply toward full time student status per VA guidelines.

**My signature indicates I have provided accurate information and agree to comply with all VA and University of Kansas Medical Center guidelines.**

Signature ___________________________  Date ________________