

**New Veteran Student  
Using VA Benefits**

**Submit Documents According to  
VA Educational Benefit Awarded  
Found at "Start My Benefits tab" at  
veterans.uiwtx.edu**

Submit in person or scan and email to  
veterans@uiwtx.edu  
For Benefit Eligibility Contact VA  
1-888-442-4551

**VA Certification Request Form**

Student will submit a VA Cert Form  
**EVERY SEMESTER** attended while using  
VA Educational Benefit

**SCO Audit  
5-7 Business Days**

A School Certifying Official will audit courses  
to verify they are required for the obtain-  
ment of the degree

**Certification**

Approved Required Hours will be certified  
and reported to VA which determines  
attendance status with VA

**Billing**

**Only CH 33 or Ch 31**  
Billing will occur after Add/  
Drop Date. Tuition will be  
paid directly to UIW.

**Degree Audit Issue**

Courses with requirement in question

**Degree Audit Issue  
7-10 Business Days**

If a student is taking a course w/  
requirement in question an SCO will  
reach out to UIW Advisor for clarification

**Denied Course**

Student might be notified course  
is denied and not certifiable