Navigating the New VRPF - Workflow

The purpose of this guide is to provide students with instructions for initiating a Veterans Registration Reporting Form (VRRF) utilizing Ellucian Workflow. Once submitted, the University will certify enrollment to the VA based on the information provided on the reporting form.

1. Click on Veterans Registration Reporting Form (VRRF) found on the Forms page.

2. Enter your Mason Credentials.

3. Read the information displayed, as it may pertain to you specifically. Once you have familiarized yourself with this information, click Continue.
4. Your student information will automatically populate on the form. Select the semester you wish to have certified. Click **Next**. Note: This form may take 1-2 minutes to load.

5. Please select a certification status for each course listed. Enter any additional comments necessary.

6. Complete the Chapter Identification information based on your COE.
7. Read through the Questions on Tuition Assistance and Guest student sections carefully. Select all options that apply to you. Please ensure you are reporting information accurately. If you are unsure, reach out to the Office of Military Services for clarification.

Tuition Assistance for Active Duty, Reservist and Guardsmen

☐ I am using Tuition Assistance

☐ I am using Tuition Assistance/TDF UP with Chapter 30 Montgomery GI Bill Benefits

☐ I will upload Tuition Assistance or DoD Funding Documents through the Third Party Portal on the next page after submitting this form.

*If you do not turn in Tuition Assistance Authorization forms your VRRF will not be processed.

Guest Student at George Mason University

(Only select if ALL the following apply to you, and George Mason is NOT your PRIMARY school)

☐ I am a Guest Student at George Mason University while in an approved Degree Seeking program at another institution.

☐ I have been approved to take courses at George Mason University by my Home Institution.

☐ I will submit a copy of my Approval Letter to military@gmu.edu or my VRRF and VA benefits will not be processed.

8. Read all terms and conditions carefully as you are agreeing that you acknowledge and understand each statement. Click Submit.
9. Please read through this page to familiarize yourself with the information provided. Some links may be necessary for a smooth transition to Mason and using VA benefits.