

Updated VRRF- How to complete the form properly

Page 1: Read all the information before clicking “Continue”



Veterans Registration Reporting Form

Before submitting this form:

- Be registered for classes. Waitlisted classes cannot be certified.
- Review your Degree Evaluation on Patriot Web to ensure all coursework applies to your degree. Contact your advisor if you have any questions about course applicability. Only applicable coursework can be certified for VA benefits.
- Do not submit duplicate requests.
- If you make any changes to your class schedule, you must resubmit an updated request.
- If this is your first semester at Mason AND you have received VA education benefits at a previous school, notify the VA online of your change of program and place of training at <https://www.va.gov/education/how-to-apply/>

Submitting a COE

- WE WILL NOT CERTIFY VA BENEFITS UNTIL A COE IS RECEIVED. All students are required to have a Certificate of Eligibility on file with the exception of Chapter 31 (Voc Rehab)
- If you have submitted a VRRF, and need to update your records with your COE, please upload the COE or a copy of your Ebenefits page [HERE](#).
- The application for section 702 has moved to <https://military.gmu.edu/benefits/va-benefits>.

Approved Programs

Please review the Department of Veterans Affairs Web Enabled Approval Management System (WEAMS) list of programs approved for Veterans Affairs Education Benefits prior to submitting a certification request. This is the most current information available.

Certification requests for programs currently not on the approved list will not be submitted to the VA. The university is taking aggressive action to have these programs approved for VA benefits, the approval process is one that takes time. As such, you are strongly encouraged to contact the Office of Student Financial Aid in order to find a more immediate, interim solution for financing your educational plans. Please direct questions to the Office of Military Services at 703-993-1316 or email military@gmu.edu.

If you are interested in working with your Financial Aid counselor to explore external aid options, including private loans or alternative funding sources, please contact the Office of Student Financial Aid at 703-993-2353 or finaid@gmu.edu.

Press CONTINUE to start.
It will take a few seconds to retrieve your information.

CONTINUE

Making Changes to your VRRF

After submitting your VRRF you will receive confirmation that it was submitted and received:

Veterans or Veteran Beneficiaries Registration for

Your request has been successfully submitted to the Registrar's office!

Case number: 34023

When your form has been reviewed and the information submitted to the VA, you will receive an email notifying you your request is complete:

Veterans or Veteran Beneficiaries Registration for

Your application has been Completed .

Case number: 34094

Process status: Completed

You will need to submit a New VRRF if:

- If you selected “Certify All”, only submit a new VRRF if your previous request has been “Completed”.
- If you selected “Certify Specific Courses”, you must submit a new VRRF each time you make a change to your registration.

Page 2: The highlighted section is new, so please pay attention

- Make sure all your student information is correct
- Select semester to be certified (only terms that you have actual registration will populate)
- Select Courses
 - Certify All- you wish to have all your courses certified (if applicable)
 - Certify Specific Courses- you will select which courses you want/do not want certified

Student Information

Full name GMU ID

GMU email Daytime phone

Request for Benefits

Semester to certify * Summer 2023

*If your academic level is Non-Degree, please reach out to veterans@gmu.edu

Courses

Please Note:

- Only courses that apply to your degree program will be submitted to the VA
- If you select **Certify All**:
 - we will process the schedule as it appears on the day we certify.
 - if you make changes AFTER receiving the "Submitted to the VA" email, you will need to submit a new VRRF

Please Note: Once hitting "NEXT" this form may take up to 1-2 minutes to load.

MASON UNIVERSITY | Veterans Registration Reporting Form

Student Information

Full name GMU ID

GMU email Daytime phone

Request for Benefits

Semester to certify * Please select

*If your academic level is Non-Degree, please reach out to veterans@gmu.edu

Courses

Please Note:

- Only courses that apply to your degree program will be submitted to the VA
- If you select **Certify All**:
 - we will process the schedule as it appears on the day we certify.
 - if you make changes AFTER receiving the "Submitted to the VA" email, you will need to submit a new VRRF

Please Note: Once hitting "NEXT" this form may take up to 1-2 minutes to load.

Page 3: Full Form

- There is a “Previous Step” button if you wish to switch between “Certify All” and “Certify Specific Courses”
- If you select “Certify All” this is how your form will appear. **There WILL NOT be courses listed to select from**

* Certify All

Previous Step

Click Previous Step Button to switch between "Certify All" or "Certify Specific Course"

Please select all courses you wish to be certified
This does not apply if you select "Certify All"

Certify *	Course title	CRN	Course	Credits	Status
No records					

Additional Comments

This screenshot shows the 'Certify All' form. At the top, there is a dropdown menu set to 'Certify All' and a 'Previous Step' button. Below this is a red instruction: 'Click Previous Step Button to switch between "Certify All" or "Certify Specific Course"'. The main instruction says 'Please select all courses you wish to be certified' and 'This does not apply if you select "Certify All"'. A table with columns 'Certify *', 'Course title', 'CRN', 'Course', 'Credits', and 'Status' is shown, but it contains 'No records'. At the bottom, there is an 'Additional Comments' text area.

- If you select “Certify Specific Courses” this is how your form will appear. **You MUST select options for all the courses listed**

Please Note:

- Only courses that apply to your degree program will be submitted to the VA
- If you select **Certify All**:
 - we will process the schedule as it appears on the day we certify
 - if you make changes **AFTER** receiving the "Submitted to the VA" email, you will need to submit a new VRRF

* Certify Specific Courses

Previous Step

Click Previous Step Button to switch between "Certify All" or "Certify Specific Course"

Please select all courses you wish to be certified
This does not apply if you select "Certify All"

Certify *	Course title	CRN	Course	Credits	Status
-- Select	General Chemistry Laboratory I	40952	CHEM 213	1	registered
-- Select	Texts and Contexts	41338	ENGH 202	3	registered
-- Select	General Chemistry I	40040	CHEM 211	3	registered

Additional Comments

This screenshot shows the 'Certify Specific Courses' form. It includes a 'Please Note' section with instructions. The dropdown menu is set to 'Certify Specific Courses' and there is a 'Previous Step' button. The main instruction says 'Please select all courses you wish to be certified' and 'This does not apply if you select "Certify All"'. A table with columns 'Certify *', 'Course title', 'CRN', 'Course', 'Credits', and 'Status' is shown, with three rows of course data. A red circle highlights the 'Certify *' column and the 'Additional Comments' text area.

Chapter Identification- **YOU MUST HAVE A COE ON FILE (for the benefit you are requesting) or your request will be rejected**

- **Complete all Chapter Identification information appropriately. CHECK YOUR DOMICILE INFORMATION TO ENSURE YOU ENTER THE CORRECT INFORMATION.**

Chapter Identification

- Selecting the incorrect benefit will result in significant delays in processing and receiving benefits
- Chapter Status is your OWN status not your sponsor's or parents'
- Selecting the incorrect domicile can result in significant financial liability- please verify your domicile in Patriot Web under *Student Services - > Student Records -> View Student Information*

Chapter *	<input type="text" value="Please select"/>	Chapter status *	<input type="text" value="Please select"/>	Chapter percent *	<input type="text" value="Please select"/>
Chapter domicile *	<input type="text" value="Please select"/>	Chapter yellow ribbon *	<input type="text" value="Please select"/>		

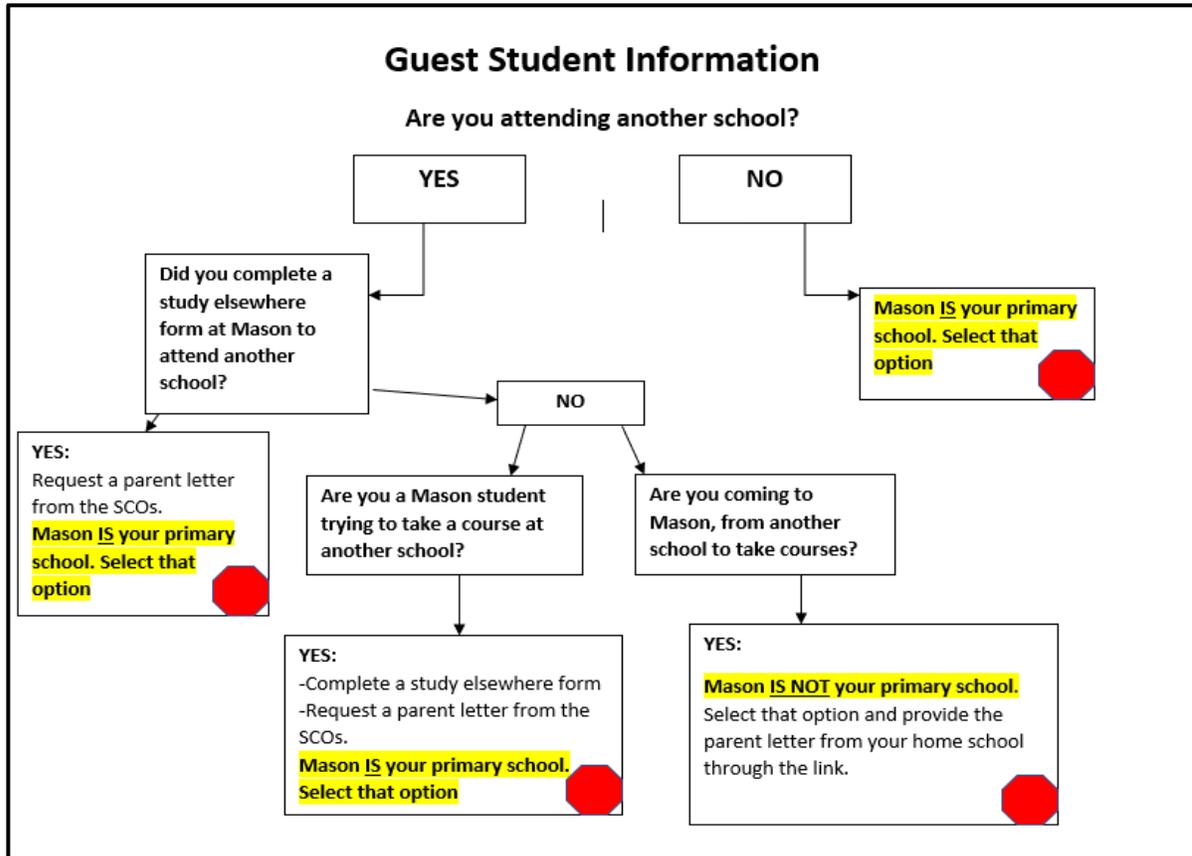
Tuition Assistance- Do not select this unless you have TA paperwork from your unit approving you. Tuition Assistance is NOT a VA benefit.

Tuition Assistance for Active Duty, Reservist and Guardsmen

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

**Tuition Assistance Authorization forms must be sent to Student Accounts, Third Party Billing or your request will not be processed.*

Guest Student- Select one of the two options



Guest Student at George Mason University

- * George Mason is my primary school
- George Mason is NOT my primary school

Terms and Conditions

Guest Student at George Mason University

- * George Mason is my primary school
- George Mason is NOT my 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 Parent Letter either here or to military@gmu.edu. Otherwise, my VRRF and VA benefits will not be processed.

Parent Letter

Choose Files

Terms and Conditions- Read these carefully, you are responsible for understanding what you are agreeing to. Once you have agreed to all terms and conditions you can “Submit” which will send your VRRF to the queue for processing.

***If you wish to go back to the page 2, you can select “Back” or “Previous Step” on the form. You will need to fill the form out again if you do this.**

Terms and Conditions

- * I understand that I must submit an online Veterans Registration Reporting Form each semester for my classes to be certified for VA education benefits and must promptly report any changes in my program, hours of enrollment, or address to the VA and the Office of the University Registrar.
- * I understand that I must be admitted to a VA-approved program of education to utilize VA benefits.
- * I understand that I can only receive benefits for courses required for my program of education and that I must make satisfactory progress towards graduation or program completion. I understand that withdrawal from courses and subsequent grades of "W" may reduce VA payment eligibility. I understand that the VA will not pay for courses that I audit, take without credit, or do not attend, and that the VA will hold me responsible for any education benefit overpayment.
- * I understand that courses with non-standard term dates may be paid at a different rate as determined by the VA based on the number of hours and length of the course.
- * In accordance with the Privacy Act of 1974 (Public Law 93-579), I authorize the Department of Veterans Affairs to review and discuss my academic records with official representatives of George Mason University.
- * I understand that use of federal Tuition Assistance and the GI Bill may constitute a duplication of federal benefits which is prohibited by law. I further understand that it is my responsibility to ensure there is no duplication of federal benefits.
- * I will assume full responsibility for delayed or incorrect benefit payments resulting from inaccurate information submitted on my VRRF.
- * I understand that Student Accounts may assess late fees if my VRRF is not submitted by the first day of semester or term.
- * I understand I am responsible for verifying my domicile status for tuition purposes.
- * I understand with **Post 9/11 GI Bill benefits** that Verification of Attendance to the VA is required monthly to receive my **Monthly Housing Allowance**.

Back

Submit