Updated VRRF- How to complete the form properly

Page 1: Read all the information before clicking “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

![Image of the Veterans Registration Reporting Form]

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 VRFP.

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

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

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

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*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 Information

Are you attending another school?

- YES
  - Did you complete a study elsewhere form at Mason to attend another school?
    - YES: Request a parent letter from the SCO's. Mason IS your primary school. Select that option
    - NO: Are you attending another school to take courses?
      - YES: Complete a study elsewhere form - Request a parent letter from the SCO's. Mason IS your primary school. Select that option
      - NO: Are you a Mason student trying to take a course at another school?
        - YES: Mason IS NOT your primary school. Select that option and provide the parent letter from your home school through the link.
        - NO: Mason IS your primary school. Select that option

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.

Choose Files
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.

*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.