Please complete the following steps to request certification of your VA benefits *once your course booking is fully complete*. Please note that the directions are different depending on whether you are an undergraduate student or a graduate student.

Directions for UNDERGRADUATE STUDENTS

- **First, please utilize the Virtual Advising Center (VAC) to have your courses schedules/unit changes verified by your academic advisors.** This needs to be completed for each quarter term that you plan to use VA benefits.
    - Depending on your current courseload, you may need to reach out to your major office(s), your minor office(s), and/or the college.
        - If you are taking major coursework, please send a VAC message to your major department.
        - If you are taking minor coursework, please send a VAC message to your minor department.
        - If you are taking general education courses, university requirements (e.g. DEI, AHI, etc), or are an undeclared student, please send a VAC message to your college.
            - We recommend that you wait for VAC responses from your major/minor departments first before checking with your college.
    - Please send separate VAC messages with the applicable units (please list full course titles) to each advising office. Make sure to be clear about the quarter and academic year and that you wish for your courses to be verified for VA Educational Benefits.
        - Sample VAC request:
            - **TOPIC:** 'Academic Advising' or 'Financial Aid'
            - **DIRECT TO:** Applicable academic department or College
            - **QUESTION:** I am using VA educational benefits and my student ID number is _____. I need my Winter 2026-2027 courses to be verified via the VAC because the VA eForm is undergoing renovation. Please see my schedule below and confirm degree applicability:
                - First SUBJ and Course Number
                - Second SUBJ and Course Number
                - Etc.
- **Second, after you have received an answer from all of your advisors through the VAC,** please complete this Google Form to indicate that you would like VAO to report your

enrollment to the VA. **You will need to use your UCSD email address to access the form.**

- Once the Google Form is received, VAO will access your VAC history and certify your enrollment to the VA based on the advisor responses.
    - If you make any changes to your schedule, such as adding/dropping a course, or getting off the waitlist, please connect with your academic advisors through the VAC to ask that they review your updated schedule and submit a “revised” VA Google Form, so that we can update the VA with your schedule changes.

Reminder: It is important that you submit your course verifications as early as possible to allow time for processing**.**

Directions for GRADUATE STUDENTS

Please complete the following steps to request certification of your VA benefits *once your course booking is fully complete*.

- Please email your graduate program advising/student services department when you need your current course load to be verified for VA benefits. Make sure to be clear about the quarter and academic year and that you are using VA benefits.
    - If your graduate department does not include VAO@ucsd.edu in their reply, please forward the department's response to vao@ucsd.edu with your UCSD Student ID number.
- Please see below a sample email that can be sent to your graduate program's advising unit.
- Sample email request:
    - SUBJECT LINE: VA Enrollment Verification Fall 2026-2027
    - BODY: I am using VA educational benefits and my student ID number is _____, and I need my Winter 2026-2027 courses to be verified via email because the VA eForm is undergoing renovation. Please see my schedule below and confirm degree applicability.
        - First SUBJ and Course Number
        - Second SUBJ and Course Number
        - Etc.
    - If you make any changes to your schedule, such as adding/dropping a course, or getting off the waitlist, please connect with your academic advisors through the VAC to ask that they review your updated schedule and submit a "revised" VA Google Form, so that we can update the VA with your schedule changes.
- **Reminder:** It is important that you submit your course verifications as early as possible to allow time for processing**.**