

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

Directions for UNDERGRADUATE STUDENTS

- First, please utilize the [Virtual Advising Center \(VAC\)](#) to have your Fall 2026-2027 courses schedules/unit changes verified by your academic advisors. Depending on your current course load, you may need to reach out to a major office, a minor office, and/or the college. Please send a VAC message with the applicable units (please list full course titles) to each advising office and 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: VA Enrollment Verification (or “Academic Advising”)
 - DIRECT TO: Applicable academic department or College
 - QUESTION: I am using VA educational benefits and my student ID number is _____. I need my Fall 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.
- **After you have received an answer from your advisors through the VAC**, please complete this [Google Form](#) to indicate that you would like VAO to report your enrollment to the VA.
- 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 and submit a “revised” VA Google Form, so that we can update the VA with your schedule changes.

Due to the transition to TSS, 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 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 Fall 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 submit another email request to your advisors.

Due to the transition to TSS, it is important that you submit your course verifications as early as possible to allow time for processing.