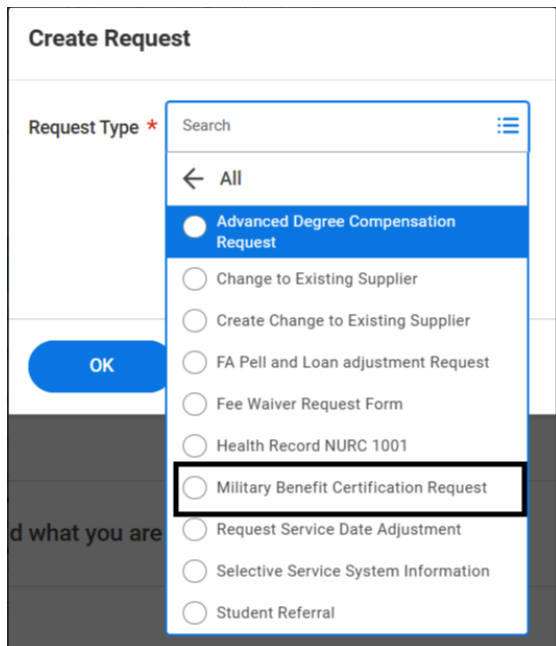


Military Benefit Certification Request – Workday – 26AU and beyond

This form must be completed every semester to utilize VA Education benefits. Enrollment certifications are sent to the VA no earlier than 60 days prior to the start of the semester and you will receive confirmation once it has been submitted. Only classes within the program of study will be certified.

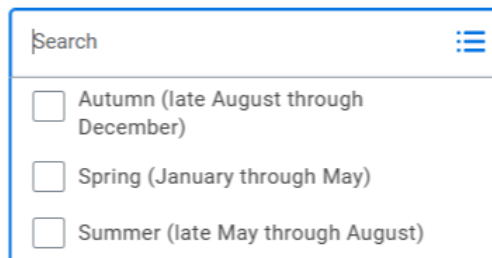
1. Enter the task **Create Request** in the search bar.
2. In the **Request Type** field, select All, followed by **Military Benefit Certification Request**.



The screenshot shows the 'Create Request' form. The 'Request Type' field is open, displaying a list of request types. The 'Military Benefit Certification Request' option is highlighted with a black box. Other options include 'Advanced Degree Compensation Request', 'Change to Existing Supplier', 'Create Change to Existing Supplier', 'FA Pell and Loan adjustment Request', 'Fee Waiver Request Form', 'Health Record NURC 1001', 'Request Service Date Adjustment', 'Selective Service System Information', and 'Student Referral'. An 'OK' button is visible on the left side of the form.

3. Select **Ok**.
4. Select the applicable Education Benefit.
 - a. Additional questions will be asked, please answer all questions.
5. Indicate the semester certification is being requested.

For which semester are you requesting funding?
(Required)



The screenshot shows the 'For which semester are you requesting funding?' dropdown menu. The 'Autumn (late August through December)' option is selected. Other options include 'Spring (January through May)' and 'Summer (late May through August)'. A search bar is visible at the top of the dropdown menu.

6. Enter your program of study. Your classes must count towards this program of study to be certified.
7. Select your college enrollment history (New, Returning, Transfer or Transient Student)
8. Select **Submit**.