Welcome and thank you for your service! Office of the Registrar School Certifying Officials are authorized to certify students’ enrollment with Veteran Affairs initiating payment of Veteran Affairs Educational Benefits. See reverse for items/actions required for enrollment certification.

Communications to students receiving VA Educational Benefits are via Cal Poly e-mail.

Students must activate and use their Cal Poly email address. Students will receive communications throughout the quarter via Cal Poly email. It is essential students read and respond to these emails.

For technical assistance with your Cal Poly email account, contact ITS Help Desk at:
(805) 756-7000.

Our Student Veterans Organization on campus appreciates your input and participation! They are a great resource to learn about life here at Cal Poly. Do not hesitate to contact them, even before coming to campus. You can email the Student Veterans Organization at:
veteranscenter@calpoly.edu

Our Veteran Success Center is live! Contact our Veteran Success Center today! Explore the resources and opportunities available to you!
veteranscenter@calpoly.edu

Manage your VA benefits and VA personal information using your eBenefits account. Update Direct Deposit, download forms, and more! Don’t have an eBenefits account? Sign up today!
www.ebenefits.va.gov/ebenefits/

See reverse for additional important information!
Veteran Benefits

**Enrollment Status:**

**Undergraduate:**
- Full-time -12+ units
- 3/4 time—9-11 units
- Half-time—6-8 units

**Graduate:**
- Full-time –8+ units
- 3/4 time—6-7 units
- Half-time—4-5 units

**Priority Enrollment:**

Veterans possessing a form DD-214 with a discharge other than dishonorable are eligible for priority enrollment at Cal Poly. Do we have your form DD-214? Find out today!

**Email:** veterans@calpoly.edu

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**Activate benefits at Cal Poly (Veteran):**

- DD-214
- CURRENT Veteran Affairs document stating eligibility for the benefit you are using. Examples: Certificate of Eligibility, NOBE (Notice of Basic Eligibility), eBenefits account printout.
- If you have used your benefit anywhere other than Cal Poly, provide a copy of your 22-1995. Complete and submit your 22-1995 at [http://vabenefits.vba.va.gov/vonapp/default.asp](http://vabenefits.vba.va.gov/vonapp/default.asp) and provide our office with a copy.
- VA-01 Veteran Benefits Request Form. Complete this form once each academic year. [http://registrar.calpoly.edu/content/stu_info/veterans](http://registrar.calpoly.edu/content/stu_info/veterans)

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**Activate benefits at Cal Poly (Dependent):**

- CURRENT Veteran Affairs document stating eligibility for the benefit you are using. Examples: Certificate of Eligibility, eBenefits account printout.
- If you have used your benefit anywhere other than Cal Poly, provide a copy of your 22-5495. Complete and submit your 22-5495 at [http://vabenefits.vba.va.gov/vonapp/default.asp](http://vabenefits.vba.va.gov/vonapp/default.asp) and provide our office with a copy.
- VA-01 Veteran Benefits Request Form. Complete this form once each academic year. [http://registrar.calpoly.edu/content/stu_info/veterans](http://registrar.calpoly.edu/content/stu_info/veterans)

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**Continue benefits at Cal Poly (Veteran & Dependent):**

- You MUST complete the following each/every quarter or your enrollment certification will NOT forward to Veteran Affairs causing delayed payments. After enrolling in the units you want certified, email veterans@calpoly.edu from your calpoly.edu email account. The email notification must state you are ready to be certified for the quarter and the amount of units you want certified. This email notification also indicates to us you have checked your degree progress and are certain the units you want certified apply to your degree. **ALL emails should come directly from your calpoly.edu email account. Your calpoly.edu email account is accessible through your my.calpoly.edu portal. Go to “Single Click Links”, select “Email & Calendar”**.

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**Class Schedule Changes:**

Students using Veteran Educational Benefits must report any changes in their class schedule to the School Certifying Official as soon as possible.

**Email:** veterans@calpoly.edu