



INSTRUCTIONS AND CERTIFICATIONS FOR VA ENROLLMENT CERTIFICATION (VA FORM 22-1999)

IMPORTANT: Use **Side A** for Institutions of Higher Learning (IHLS) or schools providing non-college degree (NCD) training. Use **Side B** for flight, correspondence, and apprenticeship or on-the-job training programs. Use the VA-ONCE (VA Online Certification) application to file this information electronically. Contact your Education Liaison Representative (ELR) for assistance.

Read the Certifications below before completing **EITHER** Items 18D and 18E on Side A **OR** Items 12D and 12E on Side B. **COMPLETE ONLY ONE SIDE OF THIS FORM.** If completing Side B, pull out the carbon and reverse before completing that side. Ensure that VA Copy 1 is on top.

CERTIFICATIONS

IT IS HEREBY CERTIFIED THAT:

- (1) This institution has exercised reasonable diligence in meeting all applicable requirements of Title 38, U.S. Code, and any failure by the institution to meet any requirements of the law will be reported promptly to VA;
- (2) The course or courses certified are approved by the State Approving agency and are generally acceptable to meet requirements for the student's educational, professional, or vocational objective;
- (3) No course certified is a repetition of any course previously satisfactorily completed except as permitted by VA regulations;
- (4) This institution holds no power of attorney agreement authorizing the institution to negotiate VA educational assistance allowance checks;
- (5) **FOR PRIVATELY OWNED SCHOOLS:** The student certified is not an owner or officer of the school nor is the student certified an official authorized to sign enrollment certifications;
- (6) This institution agrees to report promptly to VA any enrollment change and any change due to unsatisfactory progress, conduct, or attendance. Promptly means within 30 days of the enrollment change. (The institution need not report an enrollment change for a student who was in full-time attendance before the change and in full-time attendance after the enrollment change.);
- (7) That all such changes that have come to the school's attention have been reported to VA if this student was previously enrolled at this school;
- (8) **FOR ENROLLMENTS UNDER CHAPTERS 30, 32, 1606, and 1607:** All the 85-15 ratio requirements have been satisfied.

INSTITUTIONS OF HIGHER LEARNING OR SCHOOLS PROVIDING NON-COLLEGE DEGREE TRAINING

IT IS HEREBY CERTIFIED THAT:

- (9) **FOR ENROLLMENTS REQUESTING ADVANCE PAYMENT:** It is agreed that the initial check for this enrollment period will be mailed to the school for temporary care and delivery to the student upon registration but not more than 30 days before the commencement of training. It is understood that the completion of a certificate of delivery will normally be required upon delivery of the advance payment;
- (10) **IF CERTIFYING "GUEST STUDENT",** place the name of the primary institution in Item 16, "Remarks";
- (11) **FOR NONCREDIT DEFICIENCY, REMEDIAL, OR REFRESHER COURSES:** The courses certified in Item 9B are needed by the student in order to pursue a program of education at this institution.

FLIGHT TRAINING

IT IS HEREBY CERTIFIED THAT:

- (12) The student has a private pilot's certificate. I certify that a copy of the student's class II medical certificate as of the beginning date of the course is on file at this institution. If the student is enrolled in an Airline Transport Pilot course, I certify that a copy of the student's valid class I medical certificate as of the beginning date of the course is on file at this institution. For all initial enrollment certifications, I have placed the name and date of the medical certificate in Item 11, "Remarks" on Side B.

APPRENTICESHIP AND OTHER OJT PROGRAMS

IT IS HEREBY CERTIFIED THAT:

- (13) The employer will immediately notify VA once the trainee receives the journeyman wage. Exceptions to this rule include training on a Davis-Bacon job, or a job in a geographic location with a different wage scale.

SPECIAL INSTRUCTIONS

ADVANCE PAYMENT INFORMATION - Veterans and other claimants must complete Items 14A and 14B on Side A to request an advance payment of education benefits. Upon receipt of a timely request and enrollment information, VA will pay the veteran or claimant an advance payment of his or her education benefits. An advance payment is one month and part of a second month's education benefits. VA will send the payment to the veteran's school for delivery to the veteran or other claimant upon entry into training.

ACCELERATED PAYMENT INFORMATION - Veterans and servicepersons must complete Items 15A and 15B on Side A to request an accelerated payment. Only chapter 30 beneficiaries currently qualify for an accelerated payment. An accelerated payment can only be paid to claimants in a high technology program. (A list of high technology programs is on the Internet at "www.gibill.va.gov".) Additionally, the cost of the program must exceed twice the amount of education benefits otherwise payable for that training.

Privacy Act Notice: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) VA obtains further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. Your obligation to respond is required to obtain or retain benefits. While you do not have to respond, VA cannot pay the student any further education benefits until we receive the information. We cannot pay the student any education benefits until we receive this information (38 U.S.C. 3684). Your responses are confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to determine the student's eligibility for education benefits and the proper amount payable. Title 38, United States Code, allows us to ask for this information. We cannot pay the student any education benefits until we receive this information which schools are required to submit (38 U.S.C. 3684). We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBINV.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

NOTE: Tear off and read the Instruction and Certification Sheet before completing the form.

OMB Control No. 2900-0073
Respondent Burden: 10 minutes



Side

A

VA ENROLLMENT CERTIFICATION

(Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606 or 1607, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)

IMPORTANT: Side A is for Institutions of Higher Learning or schools offering non-degree training.

1. NAME OF STUDENT (First, Middle, Last)		2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number)	
3. CURRENT ADDRESS OF STUDENT		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2)	
5. TYPE OF TRAINING		6A. NAME OF PROGRAM	
<input type="checkbox"/> UNDERGRADUATE COLLEGE DEGREE <input type="checkbox"/> FARM COOPERATIVE <input type="checkbox"/> GRADUATE OR ADVANCED PROFESSIONAL <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> NON-COLLEGE DEGREE <input type="checkbox"/> COOPERATIVE (Not Farm) <input type="checkbox"/> GUEST STUDENT (Supplemental School) (Complete Item 6C)		6B. IS STUDENT MATRICULATED AT YOUR FACILITY? (For VA purposes, a student is matriculated when formally admitted as a degree seeking student) <input type="checkbox"/> YES <input type="checkbox"/> NO	
		6C. IS PARENT SCHOOL LETTER ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		7. CREDIT FOR PREVIOUS TRAINING	

ENROLLMENT DATA

8. ENROLLMENT EFFECTIVE DATES (Month, Day, Year)		9. CREDIT HOUR COURSES		10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION	12. TRAINING TIME (Graduate or Advanced Professional Program)
		CREDIT HOURS TAKEN IN RESIDENCE,	NON-CREDIT REMEDIAL/ DEFICIENCY/ REFRESHER			
A. BEGIN	B. END	A. HOURS	B. HOURS	HOURS	TUITION & FEES	

13. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES

A. HIGH SCHOOLS APPROVED ON A UNIT BASIS (Enter the number of high school units for which the student is enrolled)	B. FARM CO-OP ONLY (Is student pursuing course concurrently with substantially full-time agricultural employment averaging at least 40 hours per week?) <input type="checkbox"/> YES <input type="checkbox"/> NO
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ADVANCE PAYMENT REQUEST - (Note: Advance payment is not accelerated payment.) (See Special

I REQUEST AN ADVANCE PAYMENT ▶	14A. SIGNATURE OF STUDENT	14B. DATE SIGNED

ACCELERATED PAYMENT REQUEST (Chapter 30 Only)

(Note: Accelerated payment is not advance payment.) (See Special Instructions.)

I request accelerated payment. I certify that I intend to seek employment in one of the following industries: Biotechnology, Life Science Technologies, Opto-electronics, Computers and Telecommunications, Electronics, Computer-integrated Manufacturing, Material Design, Aerospace, Weapons, or Nuclear Technology.

I REQUEST AN ACCELERATED PAYMENT ▶	15A. SIGNATURE OF STUDENT	15B. DATE SIGNED

16. REMARKS

NOTE - Complete Item 17 only if course(s) are contracted out to another school or are given at a branch location other than shown in Item 18B. Do not complete Item 17 if course(s) are taken at a branch or extension of a school as defined in 38 CFR 21.4266(c).

17. NAME AND ADDRESS OF CONTRACT SCHOOL OR BRANCH LOCATION

CERTIFICATIONS - The provisions described in paragraphs (1) through (13) on the attached sheet are certified.

18A. FACILITY CODE	18B. SCHOOL NAME AND ADDRESS	
18C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	18D. SIGNATURE OF CERTIFYING OFFICIAL	18E. DATE SIGNED



Side

B

VA ENROLLMENT CERTIFICATION

(Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606 or 1607, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)

IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.

1. NAME OF STUDENT (First, Middle, Last)		2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number)	
3. CURRENT ADDRESS OF STUDENT		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2)	
		5. NAME OF PROGRAM	
6. TYPE OF TRAINING <input type="checkbox"/> FLIGHT TRAINING <input type="checkbox"/> CORRESPONDENCE <input type="checkbox"/> APPRENTICESHIP OR OTHER ON-THE-JOB		7. CREDIT FOR PREVIOUS TRAINING (Not Flight)	

VOCATIONAL FLIGHT TRAINING (Chapters 30, 32, 1606, and 1607) (See Instructions)

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING					8B. DATE TRAINING BEGAN IN CURRENT COURSE
DUAL	SOLO	GROUND SCHOOL	CERTIFICATES AND RATINGS		
8C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE					8D. TOTAL CHARGES
DUAL	SOLO	GROUND SCHOOL	PRE- AND POST FLIGHT	OTHER	
					\$

CORRESPONDENCE TRAINING (Chapters 30, 32, 35 - Spouses and Surviving Spouses, 1606 and 1607)

IMPORTANT: A VA Form 22-1999c, Certificate of Affirmation of Enrollment Agreement, MUST be signed by this student and accompany this certification form before VA can authorize payment for this correspondence course.

9A. DATE FIRST LESSON SENT TO STUDENT	9B. NUMBER OF LESSONS FOR WHICH STUDENT IS ENROLLED	9C. CHARGE PER LESSON TO STUDENT	9D. WERE ANY LESSONS SERVICED BEFORE THE DATE ENTERED IN ITEM 9A? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," show lesson number and date serviced in Item 11, "Remarks")
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APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING

IMPORTANT: A signed copy of the training agreement outlining the training program and wage scale as approved by the State Approving agency or VA, or for apprentices, any document signed by the trainee incorporating this agreement by reference must be attached to this form. (Show monthly number of hours worked to date in Item 11, "Remarks.")

10A. TRAINING DATES (Month, Day, Year)		10B. TYPE OF TRAINING <input type="checkbox"/> APPRENTICESHIP <input type="checkbox"/> OTHER-ON-THE-JOB	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM	10D. NUMBER OF HOURS IN STANDARD WORK WEEK
BEGINNING	ENDING			
			HRS.	HRS.
			HRS.	HRS.
			HRS.	HRS.

11. REMARKS

CERTIFICATIONS - The provisions described in paragraphs (1) through (13) on the attached sheet are certified.

12A. FACILITY CODE	12B. SCHOOL NAME AND ADDRESS	
12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	12D. SIGNATURE OF CERTIFYING OFFICIAL	12E. DATE SIGNED

NOTE: Tear off and read the Instruction and Certification Sheet before completing the form.

OMB Control No. 2900-0073
Respondent Burden: 10 minutes



Side

A

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(Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606 or 1607, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)

IMPORTANT: Side A is for Institutions of Higher Learning or schools offering non-degree training.

1. NAME OF STUDENT (First, Middle, Last)		2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number)	
3. CURRENT ADDRESS OF STUDENT		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2)	
5. TYPE OF TRAINING		6A. NAME OF PROGRAM	
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		6C. IS PARENT SCHOOL LETTER ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		7. CREDIT FOR PREVIOUS TRAINING	

ENROLLMENT DATA

8. ENROLLMENT EFFECTIVE DATES (Month, Day, Year)		9. CREDIT HOUR COURSES		10. CLOCK HOURS PER WEEK	11. CHARGES FOR PERIODS OF INSTRUCTION	12. TRAINING TIME (Graduate or Advanced Professional Program)
		CREDIT HOURS TAKEN IN RESIDENCE,	NON-CREDIT REMEDIAL/ DEFICIENCY/ REFRESHER			
A. BEGIN	B. END	A. HOURS	B. HOURS	HOURS		

13. ADDITIONAL INFORMATION FOR HIGH SCHOOL AND FARM CO-OP COURSES

A. HIGH SCHOOLS APPROVED ON A UNIT BASIS (Enter the number of high school units for which the student is enrolled)	B. FARM CO-OP ONLY (Is student pursuing course concurrently with substantially full-time agricultural employment averaging at least 40 hours per week?) <input type="checkbox"/> YES <input type="checkbox"/> NO
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Side

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(Under Chapters 30, 32, or 35, Title 38, U.S.C.; Chapter 1606 or 1607, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)

IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.

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3. CURRENT ADDRESS OF STUDENT		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2)	
		5. NAME OF PROGRAM	
6. TYPE OF TRAINING <input type="checkbox"/> FLIGHT TRAINING <input type="checkbox"/> CORRESPONDENCE <input type="checkbox"/> APPRENTICESHIP OR OTHER ON-THE-JOB		7. CREDIT FOR PREVIOUS TRAINING (Not Flight)	

VOCATIONAL FLIGHT TRAINING (Chapters 30, 32, 1606, and 1607) (See Instructions)

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING					8B. DATE TRAINING BEGAN IN CURRENT COURSE
DUAL	SOLO	GROUND SCHOOL	CERTIFICATES AND RATINGS		
8C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE					8D. TOTAL CHARGES
DUAL	SOLO	GROUND SCHOOL	PRE- AND POST FLIGHT	OTHER	
					\$

CORRESPONDENCE TRAINING (Chapters 30, 32, 35 - Spouses and Surviving Spouses, 1606 and 1607)

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9A. DATE FIRST LESSON SENT TO STUDENT	9B. NUMBER OF LESSONS FOR WHICH STUDENT IS ENROLLED	9C. CHARGE PER LESSON TO STUDENT	9D. WERE ANY LESSONS SERVICED BEFORE THE DATE ENTERED IN ITEM 9A? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," show lesson number and date serviced in Item 11, "Remarks")
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APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING

IMPORTANT: A signed copy of the training agreement outlining the training program and wage scale as approved by the State Approving agency or VA, or for apprentices, any document signed by the trainee incorporating this agreement by reference must be attached to this form. (Show monthly number of hours worked to date in Item 11, "Remarks.")

10A. TRAINING DATES (Month, Day, Year)		10B. TYPE OF TRAINING <input type="checkbox"/> APPRENTICESHIP <input type="checkbox"/> OTHER-ON-THE-JOB	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM	10D. NUMBER OF HOURS IN STANDARD WORK WEEK
BEGINNING	ENDING			
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			HRS.	HRS.
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