



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

**IMPORTANT:** Use the VA-ONCE (VA Online Certification) application to file this information electronically. If you need help completing this form, you may contact your Education Liaison Representative (ELR) for assistance.

Read the Certifications below before completing **EITHER** Items 19D and 19E on Side A **OR** Items 12D and 12E on Side B.  
**COMPLETE ONLY ONE SIDE OF THIS FORM.**

### 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 as 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. (Except for students receiving benefits under chapter 33, 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) Check "Yes," if the student is a Yellow Ribbon Program participant;
- (8) FOR ENROLLMENTS UNDER CHAPTERS 30, 32, 33, 1606: 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 17, "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.
- (12) YELLOW RIBBON PROGRAM: If applicable, enter the amount of Yellow Ribbon contributions your institution is making on behalf of the student for each term, quarter, or semester. If the Yellow Ribbon Program will be used to cover all or a portion of any out of State charges, enter the net total out of State charges assessed the student.
- (13) STEM SCHOLARSHIP RECIPIENT: If "Yes" is checked, please provide the Classification of Instructional Programs (CIP) code of the reported program in the "Remarks Section" Item 17. The CIP code is assigned by your school and reported to the Department of Education annually. STEM is only available to Chapter 33 students who have or will soon exhaust their Chapter 33 entitlement. All STEM enrollment certifications should be sent to the Buffalo Processing Office. (*Please refer to the State of Jurisdiction Chart below for Buffalo RPO mailing address.*)

### FLIGHT TRAINING

IT IS HEREBY CERTIFIED THAT:

- (14) 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:

- (15) 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** - The beneficiary must complete Items 15A and 15B on Side A to request an advance payment of education benefits. Upon timely receipt of an advance pay request included with an enrollment certification, VA will pay the beneficiary an advance payment of their benefits. An advance payment includes the first and second months' education benefits (of which the first month may be prorated). VA will send the payment to the beneficiary's school for delivery to the beneficiary upon their entry into training.

**ACCELERATED PAYMENT INFORMATION** - Claimants must complete Items 16A and 16B on Side A to request an accelerated payment. Chapter 30 and 1606 beneficiaries (or beneficiaries receiving transfer-of-entitlement benefits under these chapters) may qualify for an accelerated payment. An accelerated payment can only be paid under chapter 30 to claimants enrolled in a high technology program. (A list of programs is on the Internet at "[www.gibill.va.gov](http://www.gibill.va.gov)".) Beneficiaries seeking an accelerated payment under chapter 1606 must be pursuing a high technology program *and* the cost of that program must exceed twice the amount of education benefits otherwise payable for that training.

**Where to send this form (See exception for STEM Scholarship Recipients):**

**Step 1:** Mail the completed form to the VA Regional Processing Office for the region of that school's physical address. See below for the addresses of the VA Regional Processing Offices.

**Step 2:** The beneficiary will wait for VA to process this enrollment certification. The beneficiary will receive notice of our decision. VA will notify the beneficiary if he or she is determined to not be eligible for education benefits.

**Step 3: Exception for STEM Scholarship Recipients only: All enrollment certifications for STEM Scholars should be sent to the Buffalo RPO address.**

This enrollment certification can also be submitted online using VA-ONCE (VA Online Certification).

<b>Eastern Region: VA Regional Office P.O. Box 4616 Buffalo, NY 14240-4616</b>									
SERVES THE FOLLOWING STATES									
CO	CT	DC	DE	IA	IL	IN	KS	KY	MA
MD	ME	MI	MN	MO	MT	NC	ND	NE	NH
NJ	NY	OH	PA	RI	SD	TN	VA	VT	WI
WV	WY	APO/FPO AA		FOREIGN SCHOOLS			US VIRGIN ISLANDS		

<b>Western Region: VA Regional Office P.O. Box 8888 Muskogee, OK 74402-8888</b>									
SERVES THE FOLLOWING STATES									
AK	AL	AR	AZ	CA	FL	GA	HI	ID	LA
MS	NM	NV	OK	OR	PR	SC	TX	UT	WA
APO/FPO AP			GUAM			PHILIPPINES			

**Privacy Act:** 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, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment 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 education benefits until we receive the 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.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). 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 the Instructions and Certifications sheet before completing the form.**

OMB Control No. 2900-0073  
Respondent Burden: 10 Minutes  
Expiration Date: XXXXXXXX

<b>Department of Veterans Affairs</b>	<b>Side B</b>
<b>VA ENROLLMENT CERTIFICATION</b>	

<b>IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.</b>	
1. NAME OF STUDENT <i>(First, Middle, Last)</i>	2. VA FILE NO. <i>(For chapter 35, include suffix. For transferability cases, enter the veteran's social security number)</i>
3. CURRENT ADDRESS OF STUDENT	4. SOCIAL SECURITY NUMBER OF STUDENT <i>(If not entered in Item 2)</i>
	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 <i>(Not Flight)</i>

<b>VOCATIONAL FLIGHT TRAINING (See Instructions)</b>					
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	
					\$

<b>CORRESPONDENCE TRAINING</b>			
<b>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.</b>			
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 <i>(If "Yes," show lesson number and date serviced in Item 11, "Remarks")</i>

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

11. REMARKS <i>(You may show monthly number of hours worked to date here or use VA Form 22-6553d-1.)</i>
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<b>CERTIFICATIONS - The provisions described in paragraphs (1) through (15) on the attached sheet are certified if applicable.</b>		
12A. FACILITY CODE	12B. SCHOOL NAME AND ADDRESS	
12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL	12D. SIGNATURE OF CERTIFYING OFFICIAL <i>(Sign in ink)</i>	12E. DATE SIGNED