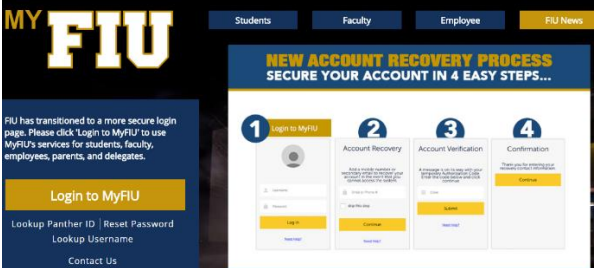

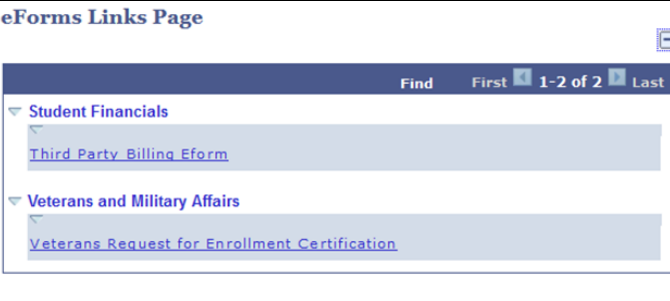
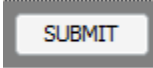
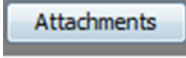
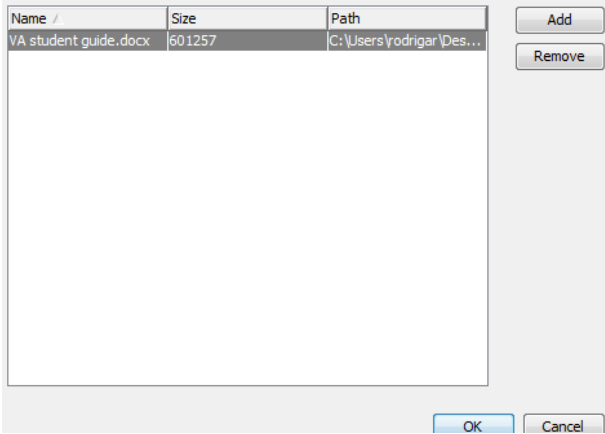
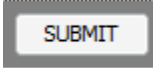


Veterans Request for Enrollment Certification – Tutorial

STEPS	SCREENSHOTS
1. Download the Java plugin at java.com (Internet Explorer is the recommended browser) 2. Login to my.fiu.edu	
3. Click on the Student eforms link located at the bottom right-side of the page	
4. On the eforms Link page Click on the Veterans Request for Enrollment Certification link	
5. Fill out all applicable sections.	<p>Please Select a Term : FALL 2016</p> <p>Are you active duty ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a Veteran, Dep/Spouse or National Guard/Reserve ? <input type="checkbox"/> Veteran <input type="checkbox"/> Dep/Spouse <input type="checkbox"/> National Guard/Reserve</p> <p>Will you be receiving military tuition assistance ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>VA Educational Program: <input type="text"/></p> <p>Vocational Rehabilitation Counselor Name: <input type="text"/></p> <p>Major: <input type="text"/></p> <p>Degree: <input type="text"/></p> <p>GPA: <input type="text"/></p> <p>IMPORTANT:</p> <p><i>VA Educational Program : Post 9/11 GI Bill is CH33</i></p>

<p>6. Enter any comments you may need to communicate to the Certifying Official.</p>	<p>Remarks:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>7. Type your name in the student signature and Check the disclaimer box to agree to the request for certification.</p>	<p>* Student Signature: <input style="width: 150px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> * By signing this form, I am requesting to be certified for the courses listed above. They are applicable to my current major.</p>
<p>8. To submit the form without any attachments, Click on Submit.</p> <p>9. You will receive a conformation e-mail shortly after submitting the form to your FIU e-mail confirming you have submitted successfully your form.</p>	<div style="text-align: center;">  </div>
<p>ONLY IF YOU NEED TO ATTACH FORMS WITH YOUR REQUEST</p> <p>10. To submit your form with attachments, Click on the Attachments button.</p>	<div style="text-align: center;">  </div>
<p>11. Click on the Add button to select your document. Repeat this step if you are attaching more than one document.</p> <p>Once are you done adding your attachments Click on the OK button.</p>	
<p>12. To submit your form with the attachments, Click on the Submit button.</p>	<div style="text-align: center;">  </div>