BERKELEY COLLEGE MILITARY & VETERANS AFFAIRS OFFICE

Veteran Orientation & Check List

**Contact Information:** NYC, Brooklyn, Newark, Woodland Park, White Plains, Woodbridge & Paramus

Edward Dennis, Asst. Vice President: 212 986 4343 ext. 4515 edward-dennis@berkeleycollege.edu

Tami Maurer, Senior Director 212-986 4343 ext. 4393 tmm@berkeleycollege.edu

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Agatha Funes, Coordinator 212 986 4343 ext. 4516 Agatha-funes@berkeleycollege.edu

**Documents to submit: For certification purposes**

___DD214 submit to Admissions Office

___Valid Certification of Eligibility – COE submit to Admissions Office (GI-Bill-9/11 or MGIB)

**New Students & Semester reminder:** The earlier in the semester the better for payments and housing allowance

___Sign Veteran Billing Agreement with Student Accounts (each semester)

___Request Enrollment Certification via Berkeley College (GI Bill-9/11/MGIB/ VOC REHAB)  
https://berkeley-veterans-request.azurewebsites.net/pages/default.aspx

___Submit Chapter 31 Vocational Rehab VA form 28-1905 & semester schedule to Agatha (two weeks before classes start). Do not submit Voc. Rehab form 1905 to student accounts.

___After completion of courses submit grades to Agatha (asap)

___Submit TA award/invoice letter to Financial Aid office

**Places to visit & community participation**

___OMVA website: Berkeleycollege.edu/11273.htm

___Campus Veteran Resource Center ___Veterans Club & weekly meetings

___Yearly Salute to Veterans Gala ___NYC Veteran’s Day Parade/Memorial Day

**Certifying students** must report to OMVA any changes that may affect school payment:

___drop/add class ___withdraw ___holds ___change of address

Are you requesting an adjustment to your original Certification due to a change in schedule?

6 Credit Exclusion

https://gibill.custhelp.va.gov/app/answers/detail/a_id/1450/?/what-is-the-6-credit-hour-exclusion%3F  Mitigating Circumstances

https://gibill.custhelp.va.gov/app/answers/detail/a_id/403/session/L2F2LzExdGltZS8xNTUxMzcMzkwl3NpZC9QY3prbHg4bw%3D%3D
6 Credit Exclusion
https://gibill.custhelp.va.gov/app/answers/detail/a_id/1450/~/what-is-the-6-credit-hour-exclusion%3F

Mitigating Circumstances
https://gibill.custhelp.va.gov/app/answers/detail/a_id/403/session/L2F2LzExdGltZS8xNTUxMzczMzkwL3NpZC9QY3prbHg4bw%3D%3D