

SUBMITTING ENROLLMENT CERTIFICATIONS

Original Applications

If an original application is needed, do one of the following:

- If a student applied online, certify the student via EM and insert the **“Student Applied Using va.gov”** VA Standard Remark
- If the student already mailed the application, we don’t need another. Insert the VA Standard Remark **“Application Sent Via US Mail”**
- If the student completes and gives you an application, certify the student via EM and mail the student’s application to the RPO of jurisdiction. Either way, insert the VA Standard Remark **“Application Sent Via US Mail”**
- If a student asks to be certified retroactively for enrollment periods you haven’t certified previously, certify the previous periods the student asks you to certify. VA will determine the date of eligibility and the beginning date from which benefits can be paid