

Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - [financialaid.buffalo.edu/forms/documentation-upload-center/](https://financialaid.buffalo.edu/forms/documentation-upload-center/). Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Person Number: \_\_\_\_\_

◆ **Check one:**  New Request for the term  Updated Request for the term (due to drop/add/program/benefit change)

### Student Enrollment Verification

Number of registered credit hours per campus:  North: \_\_\_\_\_  South: \_\_\_\_\_  Medical: \_\_\_\_\_  Online: \_\_\_\_\_

Is this your last term of study?  Yes  No

Are you meeting Satisfactory Academic Progress (SAP)?  Yes  No

Are you planning to enroll in UB Medical Insurance?  Yes  No

*NOTE: An annual medical insurance fee will be automatically billed to all full-time students in the fall semester. By providing proof of coverage under an alternative plan and submitting a fee waiver request with the Student Medical Insurance Office, this charge may be waived.*

### Student Degree Verification

Undergraduate Academic Level:  Freshman  Sophomore  Junior\*  Senior\* *\*Must be in an APPROVED major*

Current Major: \_\_\_\_\_ Is this a change since last semester?  Yes  No

Graduate Degree Program:  Certificate  Masters  Doctorate  Professional

Current Major: \_\_\_\_\_ Is this a change since last semester?  Yes  No

### VA Education Benefit Information

Eligible Benefit Program:

- Chapter 30: Montgomery GI Bill® – Active Duty
- Chapter 31: Veteran Readiness and Employment (VR&E)

**NOTES:** UB must receive an electronic authorization form from your VR&E counselor in order to process your enrollment certification request. Additionally, students receiving Chapter 31 benefits are not eligible to receive NYS TAP or VTA funds.

- Chapter 33: Post-9/11 GI Bill®  Chapter 33D: Dependent – Post-9/11 GI Bill®
  - Percent of Maximum Benefit Payable: \_\_\_\_\_ %
  - Do you plan to apply for the NYS Tuition Assistance Program (TAP)?  Yes  No
  - Do you plan to apply for the NYS Veterans Tuition Assistance (VTA)?  Yes  No

*NOTE: Students receiving 100% Chapter 33 are not eligible to receive NYS TAP or VTA funds.*

- Chapter 35: Survivors' and Dependents' Educational Assistance (DEA)  
VA File#: \_\_\_\_\_ (will be the VA's SS#)

- Chapter 1606: Montgomery GI Bill® – Selected Reserve (SR)

**NOTE:** If applying for *Tuition Assistance (TA)*, a Department of Defense program, please contact [Student Accounts](#) for guidance on the process.

Before your certification can be submitted to the VA, you must complete the **VA Rights and Responsibilities** activity on your Student HUB, available within a week of submitting this form.

Signature: \_\_\_\_\_ Date (required): \_\_\_\_\_  
(Signature cannot be typed)