VA Benefits Intake and Certification Process

1. **Determine benefit eligibility**
   - UCLA processes certification by reporting to VA:
     - enrollment dates
     - unit count
     - tuition and fees, if applicable

2. **Apply on VA website**
   - VA sends e-mail to student confirming certification

3. **Submit certificate of eligibility (COE) to SCO through benefit certification request**
   - Future certification is processed automatically unless student requests otherwise

4. **Enroll at UCLA with full-time status**
   - graduate students minimum 8 units
   - undergraduate students minimum 12 units

Veterans Benefits Coordinator/School Certifying Official
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