

# Veteran Class Certification Process

1. Copy and paste this link into your browser:

<https://selfservice.sebts.edu/VAEnrollmentCertification>

2. Login to Self Service

3. Click on 'Submit a request for' link

4. Verify your address and contact information are correct.

A. If your information is correct, select the 'Yes' option.

B. If your information is incorrect either click on the 'Term Check-in' link or select the 'No' option.

I. A new web page tab will open to the Term Check-in page on Self Service.

II. Follow the provided instructions, updating your information.

III. Once you have updated your information, return to the previous web page tab to continue the certification process.

IV. Click the 'Refresh address info' option to refresh the web page. Your contact information should be updated.

V. Once your contact information is displayed correctly, click on the 'Yes' option.

5. Ensure you fully read and complete each section (Military Status, VA Chapter Benefit, Academic and Tuition Information, Registered Courses, Additional Comments (optional), and Sign and Submit).