FLORIDA ATLANTIC UNIVERSITY
Military and Veterans Student Success Center
Division of Student Affairs

VA Enrollment Certification Request (VCR) Process

START HERE

1. Apply to Florida Atlantic

   Apply for VA Certificate of Eligibility (COE) for Education at **va.gov**

2. Submit SAT/ACT/CLT Test Scores (as applicable*)

   Submit all college and Joint Service Transcripts (JST)

3. Complete Admissions Process

4. Register and confirm courses

5. Wait 30 days before the start of the Full-term

6. Visit us at: **www.fau.edu/vets**

7. Locate and select the semester's "VA Enrollment Certification Request (VCR) Form" under Quick Links

8. Complete all sections on the form and attach ALL required documents, including the Certificate of Eligibility (COE)

9. Electronically sign the form and submit your request for EVERY semester

10. Monitor your FAU email for confirmation that your enrollment certification was sent to the VA

To request certification for previous semesters, please email veterans@fau.edu to request the Retroactive Certification form.

*Any student applicant with less than 60 college credits or an Associate Degree MUST include high school transcripts. SAT/ACT scores remain valid for up to 5 years.

Questions? www.fau.edu/vets
561-297-4725 or veterans@fau.edu