



Office of the Registrar

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Welcome to LMU and using your VA benefits. As a new student, you need to take a few steps to ensure your benefits are used at LMU. The steps below show a quick overview of the process at LMU; it is not a replacement for understanding your rights and responsibilities in using [VA benefits at LMU](#).

1. Be accepted as a full-time student in an undergraduate or graduate degree-seeking program with the intent to enroll status. Non-degree programs are not eligible for benefits at LMU.
2. Send a copy of your Certificate of Eligibility (COE) to va.certification@lmu.edu. The COE will show the chapter under which you are [receiving benefits](#). Chapter 33 students with 100% benefits are eligible for the Yellow Ribbon program. These students will be YR potential recipients until steps 1-5 are completed, at which point they automatically become YR award recipients.
3. If you have used your benefits elsewhere and are Chapter 33, submit VA Form 22-1995 Change of Program or Place of Training. All other chapters submit VA Form 22-5495.
4. Register for classes.
5. Submit the [Semester Benefits Use](#) form. Certification of enrollment happens after step 5.

Again, please make sure you read and understand your rights and responsibilities in using [VA benefits at LMU](#).

Questions concerning

- The use of VA benefits with other scholarships and awards should be address directly to the Financial Aid Office. [Mr. John Flowers](#) is the representative for financial aid concerns.
- Tuition and fees should be sent directly to the Student Accounts Office. [Ms. Melissa Villasenor](#) is the representative for student account concerns. Students with Chapter 31 benefits should contact [Ms. Mia Valdes](#).

If you have academic or certification questions or concerns in the meantime, please email [the VA certification office](#), and I will attempt to return your email within 24-48 hours.

Best regards.

Jeffrey Seeger
Associate University Registrar for Academic Records
Veterans Administration School Certification Officer
VA.certification@lmu.edu