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.

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