



## Initial Certification for Veteran/Dependent Students

The steps below will assist with expediting the registration and enrollment process for Student Veterans/Dependent.

1. Be an admitted **and** confirmed student at Clark Atlanta University.
2. Have a processed Application for VA Education Benefits (VA form 22-1990) on file with the Department of Veteran Affairs (VA). If a veteran has not filled out this form they may do so by visiting the VA website at: [www.gibill.va.gov](http://www.gibill.va.gov). It is the student's responsibility to know their entitlement status. The University does not have access to any student's Department of Defense record. For questions regarding their entitlement status students are encouraged to call the GI Bill hotline at 1-888-442-4551.
3. Provide the Certifying Official in the Office of the Registrar a copy of their **Certificate of Eligibility**. This document is given to a student after their application is processed and approved by the VA. A Certificate of Eligibility is required at the beginning of the first term of a student's matriculation. Students may submit their Certificate of Eligibility to the Office of the Registrar at the University in person in room 102 or via email at [StudAcctVA@cau.edu](mailto:StudAcctVA@cau.edu) @cau.edu.
4. Secure **Campus Housing** by visiting the **Office of Residence Life** located in Suite 245 in the Bishop Cornelius L. Henderson Student Center. If not planning to stay on campus, complete a housing exemption if you are classified as a freshman/sophomore (less than 58 credit hours).
5. Verify Financial Aid Award via **Banner Web**.
6. Verify Financial Enrollment via **Banner Web**.
  - a. Once **financial** obligation is satisfied and you become financially enrolled, the Office of Academic Enrichment and Success (AES) in Room 214 Haven-Warren Hall will support and assist students through the academic advisement process.
  - b. The VA Certifying Official will certify **only** those appropriate courses that applies towards the major/degree.
7. Pick up and/or verify activation of the student's **Panther PAW Card** from the PAW Office located on the 3<sup>rd</sup> floor in the Bishop Cornelius L. Henderson Student Center.
  - a. New students must complete the Panther PAW and Money Network Consent forms via Banner Web two (2) hours after completing the consent forms you can pick up your PAW Card.
  - b. Returning students card activation is automatically updated within two (2) hours after becoming financially enrolled.