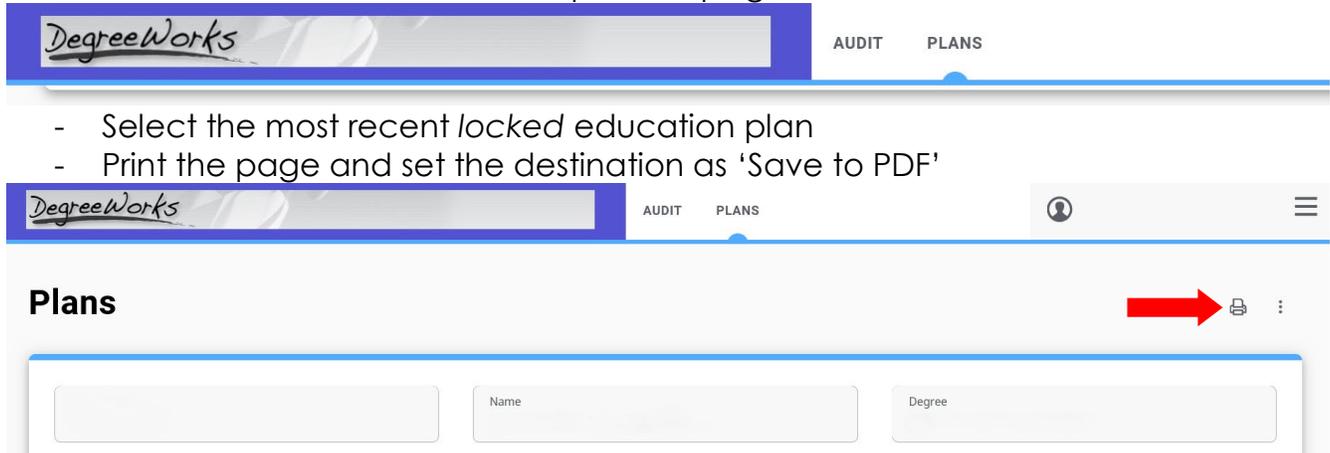# How to Help Veteran Students and Dependents Apply for Certification

1. Downloading an Education Plan
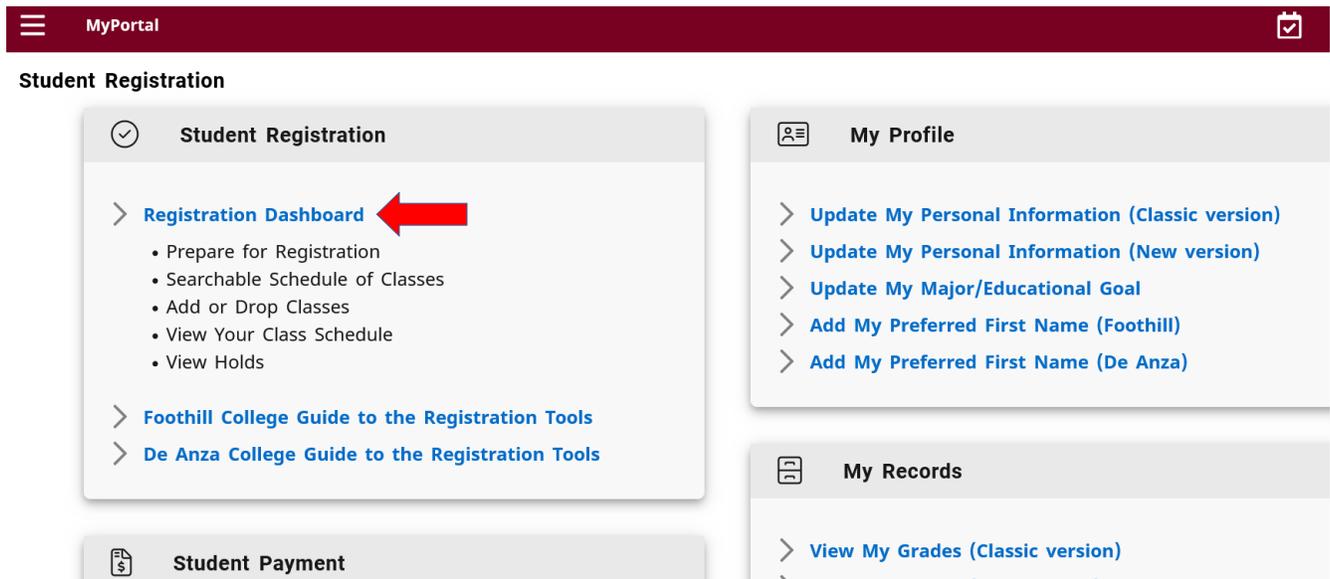- Locate Degree Works in MyPortal
- Select the 'Plans' tab at the top of the page

- Select the most recent *locked* education plan
- Print the page and set the destination as 'Save to PDF'

2. Downloading a Schedule
- Locate Student Registration in MyPortal
- Click on 'Registration Dashboard'

- Click on 'View Registration Information'

- Select the term

- Click the printer icon on the right

- Set the destination as 'Save to PDF'

3. Requesting Certification
- Go to the VRC webpage at https://www.deanza.edu/veterans/
- Scroll down to 'Here's How To', then click 'Student Forms'

veterans and their dependents with services that support the
attainment of their academic and career goals.

TUITION ASSISTANCE FOR ACTIVE SERVICE MEMBERS ▸

Steps to Enroll with VA Benefits

① **APPLY FOR FINANCIAL AID**	▾
② **APPLY FOR ADMISSION TO DE ANZA**	▾
③ **APPLY FOR VA EDUCATIONAL BENEFITS**	▾
④ **ORDER TRANSCRIPTS**	▾
⑤ **COMPLETE THE ASSESSMENT PROCESS**	▾

dates

Here's How To

Request Enrollment
Certification:

- Visit our Student Forms
  webpage
- Click to download the "Request
  for Enrollment Certification"
  form
- Complete the form and return
  via email.

Speak with a counselor:

Use the online scheduler to

- Scroll down to 'Request for Certification Form' and click the link
- Fill out the information required (last name, first name, CWID, which VA benefit is being used, quarter requested, and year)
- Attach the Education Plan
- Attach the schedule
- Agree to the Student Responsibilities
- E-sign the document and submit it