



Central Office of Student Affairs

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TO: University Registrar Office and Campus Veteran Representatives
FROM: Lisa Beatha, University Director of Veteran Affairs
CC: James Murphy, University Dean for Enrollment,
DATE: April 13, 2017
RE: Certifying CUNY BA Veterans

This memorandum is intended to provide instructions on processing VA Benefits for Veterans in the CUNY BA program.

1. Any CUNY BA student who is eligible for VA benefits must apply for benefits through the GC
 - Students who receive VA Benefits who are enrolled in CUNY BA will be responsible for identifying themselves to Kate McPherson
 - The colleges should advise these students of this procedure
 - CUNY BA students already receiving VA Benefits will be required to change their place of training to The Graduate Center
 - Students will be required to submit a copy of their certificate of eligibility to CUNY BA
2. CUNYBA Certifying Officer (Kate McPherson) sends a parent letter to the Certifying Officer at the campus where the courses are taken (the student's 'home college' of record in CUNYBA).
3. The campus certifies the student and indicates GUEST on the VA-ONCE certification form.

CC:
CUNY Baccalaureate Admissions Counselors/Advisors
CUNY Campus Registrars
CUNY School Certifying Officials
CUNY Transfer Advisors
Project For Return and Opportunity In Veterans Education (PROVE) Staff

