

You can only fill out and submit an LOI *after* you are enrolled in at least 1 course. You are only allowed to complete 1 LOI *per term*.

Your personal form ID #. Please keep for your records.

From the drop down bar, select the term you wish to use benefits.

Please note that you must fill out a separate LOI for EACH term you wish to be certified.

This information will self-populate from your Surf account.

If any information is incorrect, please stop by Admissions and Records (Bldg. 3300, OC campus) to update within the system.

Select appropriate information from drop down bars for each item.

Please note that certain options may result in further required information.

Type in your current major for the term you wish to be certified.

If you have changed your major since the last time you used benefits, please check this box.

The screenshot shows a web form titled "TASK : Letter of Intent" with a gear icon and "eForm ID: 3124" in the top right. The form is divided into sections: "STUDENT INFORMATION", "BIO/DEMO DATA", and "VA INFORMATION".

- STUDENT INFORMATION:** Includes fields for Student ID, Last Name, First Name, and Term. The Term dropdown is highlighted with a pink box and contains options: Fall 2017, Spring 2017, and Summer 2017.
- BIO/DEMO DATA:** Includes fields for SSN (Last 4), Phone, Address, State, Email, City, and Zip Code. A note below states: "This information will be used to submit your certification to the Department of Veteran's Affairs. If any of this information is incorrect it may delay processing so be sure to [update it](#) before submitting this form."
- VA INFORMATION:** Includes dropdown menus for *VA Benefit Chapter, *Currently on active duty, *Using DoD Tuition Assistance, and *Guest Student. Below these are a text input for *Major and a checkbox for Major Recently Changed?

Callouts include: a red box pointing to the eForm ID; a pink box pointing to the Term dropdown; a blue box pointing to the VA dropdowns; a purple box pointing to the Major text input; and a cyan box pointing to the Major Recently Changed? checkbox.

From the drop down box, answer 'yes' if this is your *FIRST* time using VA educational benefits at MiraCosta.

Read ALL terms and conditions, as this is *your responsibility* to know and understand these terms and conditions for utilizing your VA educational benefits at MiraCosta.

Once you have read the descriptions to the right, toggle each acknowledgment to 'yes'.
You will not be able to submit your LOI until this is done.

Once complete, click submit.
You will be taken to a confirmation page once the LOI is successfully submitted.

NEW OR CONTINUING

Is this your first time requesting benefits from MiraCosta?

*Yes or No Yes No

TERMS AND CONDITIONS

I understand:

- The DVA only pays benefits for courses required for my MiraCosta College program or major.
- I am responsible for all DVA debts resulting from reductions or termination of enrollment.
- Online remedial courses (MATH 20, MATH 30, and ENGL 49) are NOT certifiable/payable by the DVA.
- Courses listed as 292 or 299 are NOT certifiable/payable by the DVA.

Post 9/11 Recipients Only:

- I am financially responsible for payment of any balance not paid by the DVA.
- Most hybrid courses (courses taught partially on campus and partially online) are considered as 'Distance Learning' (online) according to DVA guidelines.
- I am responsible for submitting this form the same day as enrollment to avoid being dropped from classes.

During peak enrollment periods it may take 14-45 business days to process and submit certifications to the Department of Veterans Affairs. The Veterans Education Office completes certifications in the order in which they are received. If you make a change to your schedule, and your courses have already been certified and submitted to the DVA, your schedule change will not have priority over those who have not yet been certified.

I have read and understand the information on this document.

Acceptance of Terms

Acknowledgement	
1	<input type="radio"/> No I have read, understood, and am responsible for all content within the Student Veterans Handbook, available...
2	<input type="radio"/> No To receive benefit certification, I must complete the Letter of Intent EACH semester after enrolling in course:
3	<input type="radio"/> No must enroll in courses that are required for my degree program or major. If I enroll in a course(s) that does
4	<input type="radio"/> No f, at any time, it is determined a course(s) or course equivalent, taken at another institution, was successful
5	<input type="radio"/> No must request official transcripts from all previously attended colleges and universities, including military tra
6	<input type="radio"/> No responsibility of the Veterans Education Office. If I do not have official transcripts from all previous institutio
7	<input type="radio"/> No must meet with a MiraCosta College Veterans Counselor before the end of my first semester to develop a
8	<input type="radio"/> No DVA regulations require that I immediately inform the Veterans Education Office of any changes in courses
9	<input type="radio"/> No Courses that are shorter or longer than a standard term may affect the amount and duration of benefits paid
10	<input type="radio"/> No Grades of W (withdrawal) may result in a reduced payment or debt from the DVA.
11	<input type="radio"/> No Payment is based on pursuit of one education program at a time. I must be enrolled, attending, and succes
12	<input type="radio"/> No Federal Law requires that educational assistance benefits to Veterans and other eligible persons be discont
13	<input type="radio"/> No immediately after two consecutive semesters of probation and an overall GPA less than 2.00.
14	<input type="radio"/> No The MiraCosta College Veterans Education Office primary source of communication will be via email; howev
15	<input type="radio"/> No College Veterans Education Office has my current mailing and email addresses.
16	<input type="radio"/> No Online remedial Math and English courses numbered 0-49 are not certifiable/payable by the DVA.
17	<input type="radio"/> No Courses listed as 292 or 299 are not certifiable/payable by the DVA.