

Certifying Non-Matriculated Students

**The VA defines matriculation as having been formally admitted to a degree program at an educational institution*

Scenario A: Currently in a degree program where course(s) taken at UNE will transfer back to primary school to satisfy degree requirements



If **A**, must provide the following:

- **PRIMARY SCHOOL LETTER:** a letter on the school's letterhead that is signed and dated by a school official. This letter must be specific to the student and list the courses the student is approved to take at UNE. Only courses listed on the letter can be certified.
(Example of course info needed: Anatomy, ANAT 1005)
- Complete the Certification Request form located on UNE's website, <http://www.une.edu/registrar/veteran-benefits>
- If Chapter 33, Post 9/11 the student must provide a current proof of eligibility in order to have their student account credited the cost of the course(s). If current proof of eligibility is not provided the student will need to self register and pay for the full charges at the time of registration.
- If Chapter 31, Vocational Rehabilitation the student must make sure that their counselor submits a 1905 for certification.
- All other Chapters will need to submit a Certification Request form, <http://www.une.edu/registrar/veteran-benefits>. The student will need to self register and pay for the full charges at the time of registration.

Scenario B: Need prerequisites for the next level of training.
(Example: Admission requirements for Physician Assistance Program)



If **B**, has the student begun the admission process?

≈ If **YES**, follow the process on the left for Scenario A



≈ If **NO**, the student will need to contact the school they are planning on applying to and obtain a **PRIMARY SCHOOL LETTER** and follow the directions on the left for Scenario A.

