Good Afternoon Military Law Hoyas,

Welcome to Georgetown! Please read through this email carefully, this email will give you information regarding utilizing the G.I. Bill for your tuition and fees for Fall 2023. If you are not using the G.I. Bill to fund your education, please disregard this email.

**General Information:**

- **Max G.I. Bill Benefit Starting August 1, 2023 - July 31, 2024:** $27,120.05
- Our Website will be updated Periodically throughout the year: [VA Benefits](#)
- Please view the [Incoming Student Checklist](#) to ensure that you have completed all necessary steps
- Tuition Deadlines for Incoming Students: **July 28, 2023** Please complete the request for certification and upload any accompanying documents at your earliest convenience to prevent any assessment of late fees.
- Contact the Office of the Registrar at [lawmilitarybenefits@georgetown.edu](mailto:lawmilitarybenefits@georgetown.edu) or [Lawreg@georgetown.edu](mailto:Lawreg@georgetown.edu)
- **Financial Aid:** [Lawfinancialaid@georgetown.edu](mailto:Lawfinancialaid@georgetown.edu)
- **Student Accounts:** [myaccount@georgetown.edu](mailto:myaccount@georgetown.edu)
- **Third Party Billing:** [Thirdpartybilling@georgetown.edu](mailto:Thirdpartybilling@georgetown.edu)

**VA Certification Process:**

**STEP 1: Gather Documents.** In order for you to receive benefits, you must have a Certificate of Eligibility(COE) or a screenshot of your benefits from the VA. To obtain your COE or screenshot of your benefits, please go to [VA.gov](http://VA.gov) to either apply for your benefits or to download your education benefits from your e-benefits page.

You will need these forms in order to complete the [Fall 2023 Certification Request Form](#). There is an option to submit your COE and other forms through the Request for Certification form, please submit your document/s as attachments to the Request for Certification form where the form asks. If you have any issues submitting your documents through the form, please contact us at one of the email addresses listed above.

**Step 2: Complete the Fall 2023 Certification Request Form as soon as you can.**  
*THE FORM MUST BE ACCESSED THROUGH YOUR GEORGETOWN EMAIL ADDRESS OR YOU WILL NOT HAVE ACCESS TO THE FORM!* If you continue to have difficulty accessing the form, please log out of your email and log in through your GU gmail profile.
Please also note, you may submit your form without having the exact number of credits you will be taking. You may estimate the number of credits you will be taking in the fall, I am aware that registration may change until it’s finalized. Your certification will be finalized after add/drop period is over.

Please note: In order to utilize your benefits, you **MUST** submit a request for certification form **each** semester, if you fail to do so the School Certifying Official **CAN NOT** certify your benefits. If you have any specific questions or concerns regarding the certification process, please send an email to Amber Young, Manager of Exams Grades and Veteran Services at lawmilitarybenefits@georgetown.edu or lawreg@georgetown.edu

**Step 3:** Please ensure that you waive any **non-mandatory** such as tuition insurance. Also, all incoming full-time JD students are required to have health insurance, Georgetown health insurance is automatically added to your bill. If you intend to use your own you must waive this fee, otherwise, it may create errors in your certification. If you intend to use Georgetown’s Health insurance, please indicate that you will be doing so. You should have also received information regarding Tuition Insurance and Student Health Insurance by email. Please read that information and respond within the deadlines given by those departments.

**Step 4:** You must confirm your enrollment each month if you are a Chapter 33 recipient in order to receive your Monthly Housing Allowance. Please see the [Incoming Student Checklist](#) for more information on how to complete the verification.

* Chapter 31 Students must obtain approval from your Counselor confirming their benefits. Authorizations for Funding must be sent to lawmilitarybenefits@georgetown.edu or lawreg@georgetown.edu.

**Processing Your Certification Request:**

**Step 1:** Once your Request for Certification is received, you are entered into our System so that our billing offices are aware that you will be utilizing your benefits for the upcoming semester. Third-Party billing will place a memo on your account so that you are not charged late fees for the portion the VA will be paying for your tuition.

**Step 2:** A profile is then created in the VA-Once system confirming your enrollment to The Georgetown University Law Center, if you have used your benefits before, your profile will be updated.
**Step 3:** Dual Certifications for Chapter 33 students: The VA now requires that we complete two certifications for each student. The first certification is a confirmation of enrollment with your estimated credit allotment. This certification will not include tuition and fees however this certification ensures that your MHA begins in a timely manner for eligible students. Ch 33 recipients, please note that your MHA is sent to you directly from the VA and you will receive it for the previous month on the first day of the current month. This means that you may not see a full payment of your MHA until the beginning of October, please plan accordingly for this.

Once Add/Drop period ends on September 5, 2023, we will submit a second certification which will confirm your tuition and fees and the number of credits and complete your certification for the semester.

**Step 4:** Once we submit your second certification we will wait for the VA to pay their portion of your tuition, it will be posted by Third Party Billing. The Financial aid will add portions of Yellow Ribbon if you are using Ch33 Yellow Ribbon benefits.

Students that are using **Chapter 31 VR&E, CH 30_Montgomery GI Bill, CH 35 DEA, CH 1606, or CH 1607**, your certifications will be finalized one time, unless amendments are needed. If you have any questions or have special circumstances, please contact our office at lawreg@georgetown.edu or lawmilitarybenefits@georgetown.edu

**Reminders:**

*Please ensure that you complete the Request for Certification Form as accurate and complete as possible, especially your address. If you are unsure of your remaining benefits, please go to your e-benefits page at [https://benefits.va.gov/gibill/](https://benefits.va.gov/gibill/)*

* Throughout the semester you may receive system-generated emails from student accounts if there is a balance on your account. Third-party billing will place an estimated memo balance on your account to prevent fees, however, it will not prevent you from receiving reminder emails. This is normal, but that does not mean that there is anything wrong with your certification.*
*Please also be aware that your Monthly Housing Allowance (MHA) or (BAH) is dispersed to you at the beginning of each month for the previous month. It is likely that you will not receive your first payment until September or October, please plan accordingly.

I look forward to working with you all this year. Please do not hesitate to ask any questions that you may have regarding your certification.

Best wishes,

Amber N. Young
Manager of Exams, Grades, and VA Benefits