

Certifying Your Enrollment using Guardian:

Begin by visiting: <https://www.alamo.edu/sac/va>

Scroll down till you see the Submit Certification Request button:

TO REQUEST EDUCATION BENEFIT CERTIFICATION CLICK THIS BUTTON:

Submit Certification Request

Step 1: When the form opens, ensure you have selected the SAC-VA Submission form. Fill in all required information on the Reporter and Background sections. (* indicates required field)



Alamo Colleges Forms

Magnify

The reporting form is not a 911 or Emergency Service

Do not use this site to report events, presenting an immediate threat safety or security threat. If this is an emergency, please contact the Alamo Colleges Police Department +1 210-485-0911 or dial 911.

Reporter Information

The following information should be completed by the individual(s) submitting the form.

Full Name*

Enter full name

Position/title (Enter Student if you are not an Employee)*

Enter position or title

Email Address*

Enter email address

Remain Anonymous

Enable additional features by [logging in](#).

Background Information

Select Form*

SAC-VA Submission

Submission Date*

MM / DD / YYYY

Time*

08 : 00 am

Select the Student's Home College if the Form is Regarding a Student; Select Employee if the Form is Regarding an Employee*

Select One

Have You Applied for Student Financial Aid (This Answer Does Not Impact Service)*

Select One

Are You Submitting this Form for Yourself*

Select One

STUDENT ID*

please explain

STUDENT FIRST NAME*

please explain

STUDENT LAST NAME*

please explain

STUDENT EMAIL (ACES) (@student.alamo.edu)*

please explain

PRIMARY PHONE*

please explain

REASON FOR SUBMISSION*

Please Select

OTHER*

please explain

MY ACADEMIC ADVISOR IS

Please Select

Step 2: Select the link for the Advising Form or Benefit Form you are trying to request.

SAC-VA SUBMISSION

1. Please click on the link below to complete the required forms for the action being requested
2. Save the forms to your device in .pdf format
3. Attach the forms and all required supporting documents below in the "Supporting Documentation" upload portal.

LINKS TO ADVISING FORMS

- [Change of Major \(COM\)](#)
- [Change of Primary Institution \(CPI\)](#)
- [FERPA](#)
- [3-Peat Waiver Request](#)
- [27 Hour Tuition Appeal](#)
- [Student Petition](#)
- [Military Tuition Deferment](#)
- [Call to Active Service Election \(CASE\) Form](#)
- [Military Verification Form](#)
- [Graduation Application](#)

Individual
Form if
Applicable

LINKS TO VA BENEFIT CERTIFICATION FORMS

- [Montgomery GI Bill \(CH 30 & 1606\)](#)
- [Veterans Readiness and Employment VR&E \(CH31\)](#)
- [Post 9/11 GI Bill \(CH33\)](#)
- [Dependents Education Assistance Program \(CH35\)](#)
- [Add Hazlewood to a VA Benefit](#)
- [Hazlewood - Veteran](#)
- [Hazlewood - Legacy \(transferred hours\)](#)
- [Hazlewood - Dependent \(Disabled or Deceased Vet\)](#)

Select the Benefit you are using. If you are using VA and Hazlewood benefits, select Add Hazlewood to a VA Benefit.

1

2

Step 3: Include any additional Information you would like to Share with our office.

3

Additional Information You Would Like to Share*

B I U ↻ ☰ ☰

Summary Request: i.e.,
Fall 2022 – Cert Request

Step 4: Your information should populate in the next section, however if it does not, please type it in.

4

Person Involvement | Enter the information of the person(s) related to this form.

Select Status Student/Employee Organization

Name/ID

Role

Primary Phone Number

Alamo Colleges Email Address

[+ Add another person related to the submission](#)

Step 5: Click or Drag & Drop your supporting documents. This MUST include the form that you downloaded and completed, and can include items such as your COE, DD214, ID.....etc.

5

Supporting Documentation

Please upload any supporting documentation (pictures, text messages, emails, etc.).


Click here Or drag & drop file here to upload

Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Step 6: Check the I'm not a robot box, Sign, Save, and Submit.

6

One Last Step...

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Help us prevent spam reports by completing this captcha.
NOTE: If you do not see a gray box with a checkbox that says "I'm not a robot", please try a different web browser.

12. STUDENT SIGNATURE*

Please save signature when it is complete.

Signature By Sign

John Smith
