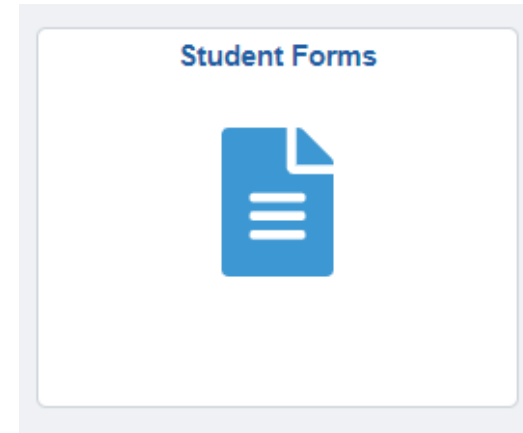
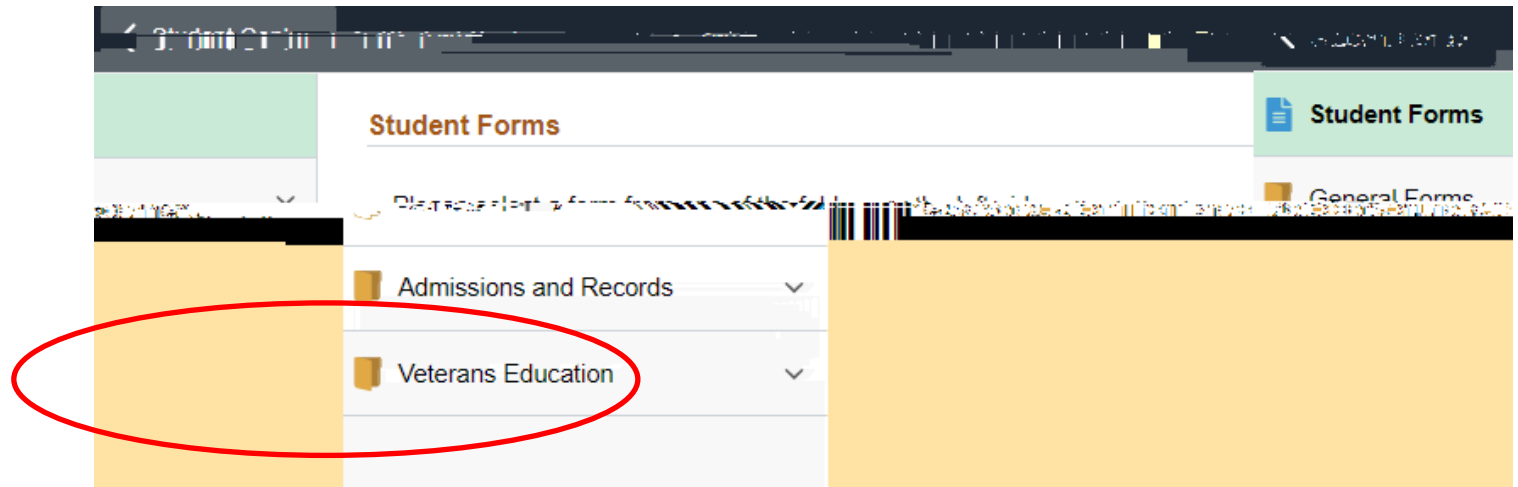


NOTE: You can only fill out and submit an LOI after you are enrolled in at least 1 course. You are only able to submit one LOI per term.

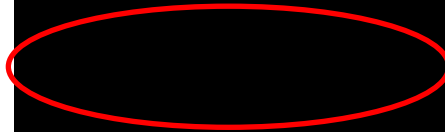
Click on the 'Student Forms' tile in the Student Center in SURF.



Click the 'Veterans Education' drop down option from the left side menu.



Click the 'Veteran Letter of Intent (LOI)' option.



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

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

A screenshot of the 'Student Forms' page. At the top, there is a dark header with the text 'Student Forms' and navigation icons. Below the header, there is a light-colored form area. A dropdown menu is open, showing a list of terms. The form fields include 'Student ID', 'Name', and 'Term'. A red arrow points to the dropdown menu. Below the form fields, there is a section labeled 'Bio/Demo Data'.

This information will self populate from your SURF account.

If any of the information is incorrect, please update this using the 'Profile' tile on the Student Center in SURF.

Select the appropriate information from the 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 in which you wish to be certified.

The screenshot shows a web form titled "VA Information". It contains several dropdown menus: "*VA Benefit Chapter", "*Military Branch", and "*Component". Below these are three toggle switches: "Currently on active duty" (set to "No"), "Major Changed?" (set to "No"), and "First-time requesting benefits from MiraCosta?" (set to "No"). A text input field labeled "Major" is positioned below the "Major Changed?" toggle. At the bottom right, there is another toggle switch for "First-time Benefits?" (set to "No").

Read all terms and conditions.

It is your responsibility to know and understand these terms and conditions for utilizing your VA Educational benefits at MiraCosta College.

Once you have read through the terms and conditions, toggle the acknowledgement to 'Yes.' You will not be able to submit your LOI until this is done.

The screenshot shows a section titled "I understand and agree:" followed by a bulleted list of terms and conditions. The text is partially obscured by horizontal lines, but the following points are visible:

- I have read, understood, and am responsible for all content within the Student Veterans Handbook.
- The DVA only pays benefits for courses required for my MiraCosta College program or major as listed on the...
- I must be enrolled, attending, and making satisfactory progress in required courses to be eligible to receive DVA...
- I am responsible for all DVA debts resulting from reductions or suspension of enrollment...
- MiraCosta College has no control, phone numbers, email, and mailing addresses. The Veterans Services Office will provide correspondence may be delivered via US Mail Services...

At the bottom right, there is a toggle switch for "Yes" which is currently set to "No".

