

Parent School Letter - VA Education Benefits

Instructions: This form is to be completed by Virginia Tech students who want to use their VA Education Benefits to take course(s) at another institution. The course(s) **must** count toward completion of the VT academic program requirements or will not be approved:

1. Complete the first two sections of this form then email it to VACerts@vt.edu for review.
2. If approved, take the signed form to the School Certifying Official at the secondary institution who will report to the VA.
3. Earn a grade of **C or better** and provide the official transcript to the VT Registrar's Office to receive credit.

Student Information			
Full Name		Student ID #	
Contact E-Mail/Phone		Benefit (e.g. Chapter 33)	
Military Connection	Veteran	Active Duty	Dependent/Spouse

Please be aware that you may need to provide the other institution with your Certificate of Eligibility and identification information (address, VA file#, etc).

Secondary Institution				
Name of Secondary Institution				
Enrollment Term & Year	Fall	Spring	Other Term	Year
Will you also enroll at VT during the above period?	Yes	No		
Course Information	Subject	Course Number	Course Name	Credit Hours

Primary Institution Certifying Official Approval

REGISTRAR OFFICE USE ONLY

*This is to certify that Virginia Tech intends to award transfer credit for the above-stated secondary institution courses toward completion of graduation requirements for the VT academic program **if the above-named student complies with all transfer credit rules as detailed in the Academic Catalog (catalog.vt.edu). The VT Registrar's Office reserves the right to decline transfer credit if the student does not meet all university, college, and department specific requirements.***

Signature of VT School Certifying Official	Date
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