



Request for Primary Institution Letter

In order for the VA to pay for courses being taken at another institution, the Veteran Services Office at Texas A&M University must certify that the courses being taken at the other institution are required for the student's degree plan at Texas A&M University. Please **TYPE IN** the requested information below (handwritten forms will **NOT** be accepted) and then submit this form to the Veteran Services Office via fax (979-847-9061), or in person (Room 205 of the Pavilion). The Veteran Services Office does not accept documents via email.

Student Must Complete This Section

Student's Information	
Student's UIN:	
Student's First Name:	
Student's Middle Name:	
Student's Last Name:	
Are you a Veteran or Dependent?	
VA Chapter Benefit:	
Benefit Percentage:	
Student's SSN:	
Veteran's SSN (Ch.35 recipients only):	
Academic Term and Year:	
Academic Advisor:	
Degree:	
Other Institution's Information	
Name of Institution:	
Student ID (at above institution)	
VA Certifying Official at Institution:	
Phone Number:	
Fax Number:	
Email Address:	
Course Name & Number at Other Institution	Equivalent Texas A&M Course Name & Number

Go to www.tccns.org to find equivalent course names and numbers.

Texas A&M certifying official must complete this section

NOTE TO CERTIFYING OFFICIAL AT CERTIFYING INSTITUTION:

The courses listed above will be accepted to satisfy partial fulfillment of graduation requirements for the above degree at Texas A&M University. Please certify the above course(s) through the VA for the semester and year above. Feel free to contact me should you have any questions regarding the transfer of credits for this enrollment.

Printed Name of Certifying Official

Signature of Certifying Official

Date