

THE COLLEGE OF EAST TEXAS

Veterans Affairs

## **Request for Primary Institution Letter**

In order for the VA to cover courses taken at another institution, TJC's Veterans' Affairs Department must confirm that the courses taken at the other institution align with expectations on the student's declared degree plan. Please TYPE the applicable requested information below:

- 1. Complete ALL sections (Type "NA" if not applicable)
- 2. Have a TJC Academic Advisor sign and date the form indicating approval the requested courses will apply to the declared degree plan
- 3. Send the completed form to <u>Veterans@tjc.edu</u> or drop it off in person in the Rogers Student Center. The TJC Academic Advisor and Certifying Official will sign the following document and return it to the TJC student and email a copy to the Non-Parent Institution VA Certifying Official and place a copy of the signed document in the student's file

TJC Student Information		
Apache Number		
First Name		
Last Name		
Are You A Veteran, Active Duty, or Dependent?		
VA Chapter Benefit (33, 35, 31, 30, or 1606?)		
Benefit Percentage (only if Chapter 33)		
SSN (xxx-xx-xxxx)		
Veteran SSN (Chapter 35 Recipients Only - xxx-xx-xxxx)		
Academic Term (Fall, Spring, Summer, Winter, or May) and Year		
Academic Advisor Printed Name		
Degree Program/Major		
Non-Parent Student Information		
Name if Institution		
Student ID (Non-Parent Institution)		
Name of VA Certifying Official at Non-Parent Institution		
Telephone Number		
Fax Number		
Email Address		
Course Name and Number at Non-Parent Institution	Equivalent TJC Course Name & Number	

Visit <u>www.tccns.org</u> to find equivalent course names and numbers.

By Signing Below, I confirm that the courses listed above will assist in the fulfillment of graduation requirements for the listed degree at TJC:

Signature of TJC Academic Advisor	Academic Advisor Email Address	Date
Signature of TJC Certifying Official	Printed Name of TJC Certifying Official	Date