



DEPARTMENT OF VETERANS AFFAIRS

In Reply Refer To:

You are enrolled in one school (which we call a "secondary" school) but your records show that a different school (what we call a primary school) will grant your degree. Before we can pay benefits for your courses at your secondary school, we need additional information.

What We Need

Please ask the certifying official at your primary school to send us the following:

- A list of the courses (including names and numbers) that you are taking at your secondary school.
- Their confirmation that they will grant you full credit in your approved educational program for these courses you are taking at your secondary school.

IMPORTANT INFORMATION ABOUT ELECTRONIC SUBMISSION OF THIS INFORMATION:

Your primary school can now submit this information to VA electronically.

If your primary school has previously agreed to accept full credit for the courses you are taking at the secondary school, your secondary school can also submit this information to VA electronically.

When We Need It

Please have the certifying official send us this information within the next 30 days.

Sincerely yours,

Education Officer

(OVER)

TO BE COMPLETED AT STUDENT'S PRIMARY INSTITUTION

COURSE DESIGNATION AND TITLE *(Please continue on separate sheet if additional space is required)*

Our institution will grant full credit for these courses toward meeting graduation requirements in this student's approved educational program after their successful completion.

SIGNATURE AND TITLE OF CERTIFYING OFFICIAL

DATE

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain education benefits. The requested information is considered relevant and necessary to determine the maximum benefits under the law. Payment of education benefits cannot be made unless the information is furnished as required by existing law (38 U.S.C. 3471). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to determine your eligibility to receive education benefits for individual courses pursued at a second institution will fulfill requirements in your approved program of education at your primary institution (school which will grant your degree) (38 U.S.C. 3002(3), 3202(3), 3452(b), and 3501(a)(5)). Educational assistance will not be payable for those courses unless VA receives evidence from your primary school that they will grant credit for those courses. Your primary school granting credit shows that they consider that you are pursuing your approved program while enrolled in these courses (38 U.S.C. 3014, 3231(a)(3), 3481(a), and 3531(a)). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.whitehouse.gov/omb/library/OMBINV.VA.EPA.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.