Requesting a Parent Institution Letter

The Veterans Administration allows students to receive VA educational benefits for taking courses at one institution if you plan to apply the credit hours to a degree from a second institution. The institution from which the degree will be received is the Parent/Home Institution or Primary Institution (UTHSCSA), which must certify that the courses taken at the Non-Parent/Host Institution or Supplemental Institution are transferable and acceptable in the student’s Degree Plan or Preliminary Program of Study.

The Parent Institution Letter (PIL) is required if:

- The student has every intention to enroll at The University of Texas Health Science Center at San Antonio after completion of credit hours at their current institution
- The student is enrolling in courses not covered by the degree plan at their current institution

Furthermore, the courses being requested for certification must be necessary for fulfillment of specific degree plan requirements here at UTHSCSA.

Students must provide the following in order to have a PIL processed for them:

1. The student must apply to UTHSCSA, pay the application fee, and supply copies of all academic transcripts
2. The student must request a PIL Letter from the Office of Veteran Services and Financial Aid

A PIL letter will not be sent to the student’s current institution until the application and transcripts have been evaluated by the Registrar’s Office.

It is to the student’s best interest to follow the degree plan at their current institution as long as possible to provide them with the most flexibility.
PARENT INSTITUTION REQUEST LETTER

________________________________________  __________________________________
Student’s Name (PRINT)                     Last 4 Digits of SSN

________________________________________
Student’s Signature

________________________________________  VA Chapter (i.e. Ch 30, Ch 33, Ch 35)

If UTHSCSA is your primary institution (institution from which you will be receiving your degree), and you wish to receive benefits for enrollment at an institution other than UTHSCSA, you must:

1. Apply for program at UTHSCSA, pay the application fee and supply all transcripts to the Registrar’s Office
2. Supply copy of Course Schedule from current institution to Office of Veteran Services and Financial Aid
3. Return completed form and requested documents to the Office of Veteran Services and Financial Aid

CURRENT ENROLLMENT INFORMATION

________________________________________
Name of Current Attendance School

________________________________________
VA Contact at Current Attendance School

________________________________________
Contact Phone # for Current School

________________________________________
Fax # for Current School

Term you will be attending:

Fall 20____  [ ]  Spring 20____  [ ]  Summer 20____  [ ]

Other Term ________________________________

Turn in this form, and Course Schedule to the Office of Veteran Services and Financial Aid. Upon receipt, and confirmation with the Registrar’s Office, the Current Enrollment Institution will be sent a Parent Institution Letter directing them to certify the evaluated courses to the VA and provide a copy of the certification to this office for the student’s VA record.