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 (UT Health San Antonio), 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 UT Health San Antonio after completion of credit hours at their current institution. Furthermore, all courses appearing on the letter must be necessary for fulfillment of specific degree plan requirements here at UT Health San Antonio.

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

1. The student must apply to UT Health San Antonio, supplying copies of all academic and military transcripts to the Office of the University Registrar.
2. The student must complete the Request for Parent Letter and submit it to Veteran Services and Financial Aid.
3. Upon completing of the course at the host institution, the student must submit a transcript to the Office of the University Registrar.

A Parent Letter will not be sent to the student’s current institution until the application and transcripts have been evaluated by the Office of the University Registrar since the VA does not allow for certification of courses previously completed.

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)   UT Health San Antonio Student ID

__________________________________________
Student’s Signature

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

If UT Health San Antonio 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 UT Health San Antonio-, you must:

1. Apply for program at UT Health San Antonio supplying all transcripts to the Office of the University Registrar
2. Supply copy of Course Schedule from current institution to Veteran Services and Financial Aid
3. Return completed form and requested documents to Veteran Services and Financial Aid

CURRENT ENROLLMENT INFORMATION

__________________________________________
Name of Host Institution

__________________________________________
VA Contact at Host Institution

__________________________________________
Email and phone number of VA Contact at Host Institution

Term you will be attending:

Fall 20_____  Spring 20_____  Summer 20_____

Turn in this form, and Course Schedule to Veteran Services and Financial Aid. Upon receipt, and confirmation with the Office of the University Registrar, the Host 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.