



Request for Primary Institution Letter

In order for the VA to pay for courses taken at another institution, Scholarships & Financial Aid must confirm that the courses taken at the other institution are *required for the student's degree plan at Texas A&M University*. Please **TYPE** the requested information below (handwritten forms will NOT be accepted).

- Student must (1) complete ALL sections below
 (2) have their academic advisor sign /date the form, verifying that courses will be applied to the degree plan
 (3) upload the completed and signed form to the Financial Aid Portal (<https://howdy.tamu.edu>).

Student Information	
Student UIN	
Student First Name	
Student Middle Name	
Student Last Name	
Are you a Veteran, Active Duty, or Dependent?	
VA Chapter Benefit (1606, 30, 31, 33, or 35)	
Benefit Percentage (if Chapter 33)	
Student SSN	XXX-XX-
Veteran SSN (Ch.35 recipients only)	XXX-XX-
Academic Term (Fall, Spring, or Summer) and Year	
Academic Advisor Name (signature required)	
Degree Program/Major	
Other Institution's Information	
Name of Institution	
Student ID (at above institution)	
Name of VA Certifying Official at Institution	
Telephone Number	
Fax Number	
Email Address	
Course Name & Number at <u>Other Institution</u>	Equivalent Texas A&M Course Name & Number

Visit www.tccns.org 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 Texas A&M University.

Signature of TAMU Academic Advisor	Academic Advisor email address	Date
Signature of TAMU Certifying Official	Printed Name of TAMU Certifying Official	Date

Within 7-14 business days from receipt of this completed and signed form, Scholarships & Financial Aid will process this request and email the Primary Institution Letter to the Other Institution's VA Certifying Official as listed above.