



Request for Primary Institution Letter

Students who have a completed file with Veteran Affairs Office at Texas A&M University-Kingsville and are attending classes at other institutions will need to complete this form to utilize federal benefits to pay for these courses.

Please **TYPE IN** the requested information below (handwritten forms will **NOT** be accepted) and then submit this form to the Veteran Affairs Office, Texas A&M University – Kingsville located in room 133 of the Student Union Building. VAO does not accept documents via email or fax. **Once approved, the student is required to provide completed forms to the secondary institution.**

Students Must Complete This Section

Students Information	
Student's K #:	
Student's First Name:	
Student's Middle Name:	
Student's Last Name:	
Are you a Veteran or Dependent?	
VA Chapter Benefit:	
Benefit Percentage:	
Student's SSN:	
Veteran's SSN (Chp. 35 recipients only):	
Academic Semester:	
Academic Year:	
Degree:	
Other Institution's Information	
Name of Institution:	
Student ID (at above institution):	
VA Certifying Official at Institution:	
Phone Number:	
Fax Number:	
Email Address:	
Course Name and Number at Texas A&M-Kingsville	Equivalent Course Name and Number at Other Institution

Printed Name of Academic Advisor

Signature of Academic Advisor

Date

Texas A&M-Kingsville certifying official must complete this section

NOTE TO CERTIFYING OFFICIAL AT THE CERTIFYING INSTITUTION:

The courses listed above will be accepted to satisfy partial fulfillment of graduation requirements for the above degree at Texas A&M University-Kingsville. Please certify the above course(s) through the VA for the semester and year above. Feel free to contact our office at 361-593-4421 should you have any questions regarding the transfer of credits for this enrollment.

Printed Name of Certifying Official

Signature of Certifying Official

Date