

**Texas A&M - Corpus Christi**

Military & Veterans Services  
Student Services Center, Room 206  
Phone: 361-825-2528  
veterans.affairs@tamucc.edu

**REQUEST FOR VA CERTIFICATION**

This form must be completed each semester.

*\* Please fill out this form completely. Incomplete forms will be rejected. \**

**Student Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.  
Last 4 Digits of SSN: \_\_\_\_\_ Student ID #: \_\_\_\_\_ VA File #: \_\_\_\_\_  
Chapter 35 DEA Only (include Suffix Letter)  
Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Status: ☐ Undergraduate ☐ Graduate Have you been certified by TAMU-CC before? ☐ YES ☐ NO  
Major: \_\_\_\_\_  
Indicate benefit being used: ☐ 30(MGIB) ☐ 31(VR&E) ☐ 33V(Post 9/11Veteran) ☐ 33D(Post 9/11Dependent) ☐ 35(DEA) ☐ 1606(Reserve/NG)  
VR&E Counselor: \_\_\_\_\_

Is this your graduating semester? ☐ YES ☐ NO Mailing Address: \_\_\_\_\_  
Have you changed your name since your last certification? Previous Name: \_\_\_\_\_ (If this is your first TAMU-CC certification or if it has recently changed)  
Have you changed degree plans since your last certification? ☐ YES ☐ NO \_\_\_\_\_  
Are you taking courses at another college/ institution for this semester? ☐ YES ☐ NO \_\_\_\_\_

**Enrollment Information**

Indicate which semester you would like certified. Only one semester per certification request document. List ALL courses during the specified semester for which you are requesting certification. Include courses being taken at other colleges/institutions.

YEAR: \_\_\_\_\_ ☐ FALL ☐ SPRING ☐ SUMMER

Course Prefix	Course Number	Course Title	Start Date	End Date	Institution
EXAMPLE: ENGL	1301	Composition I	6/08/12	8/11/12	TAMU-CC

If you are repeating any courses listed, indicate them here: \_\_\_\_\_

Do all of the courses listed above meet the requirements of your degree plan? ☐ YES ☐ NO

***\*\*Read and sign second page. Unsigned requests will be rejected \*\****

FOR OFFICE USE ONLY

COMMENTS:

Rev: 07/2021

# Texas A&M University - Corpus Christi Request for VA Certification

## Terms and Conditions

The U.S. Department of Veterans Affairs requires the university certify that all courses for which students receive benefits are applicable to the current degree the student is pursuing at the university.

1. Incomplete Requests for VA Certification will be rejected. All required documents must be on file before request will be processed.
2. A Request for VA Certification must be submitted before each semester and a schedule change request form must be submitted if any changes are made to the certified classes.
3. Only courses listed on the Request for VA Certification and in which the student is actively enrolled will be certified. Discrepancies between the Request for VA Certification and the students' registration record may result in processing delays or rejection of the request.
4. Courses which are NOT required for your degree will NOT be certified unless a course substitution letter or equivalent documentation signed by your academic advisor is provided to the The Office of Military & Veteran Services. The Office of Military & Veteran Services must be notified when a degree plan is changed.
5. A Parent Institution Letter (PIL) must be requested if a student is concurrently enrolled at Texas A&M University- Corpus Christi and another institution of higher education. The PIL verifies the course is required for the degree and authorizes the other institution to certify your enrollment.
6. Official communication from The Office of Military & Veteran Services will be sent via your Texas A&M University- Corpus Christi student email.
7. Schedule changes may result in a student debt to Texas A&M University- Corpus Christi or to the Department of Veterans Affairs. All student debts to Texas A&M University- Corpus Christi must be cleared before enrollment in future terms is permitted. Please contact the Office of Military & Veteran Services before making any schedule changes if you have any questions.
8. Registration holds are placed on all students after the add/drop period. This mandatory hold will prohibit schedule changes without the student first notifying the Office of Military & Veteran Services. This hold reduces the risks of inaccurate certifications, which may lead to student debts and/or compliance violations with the Department of Veterans Affairs.
9. The Department of Veterans Affairs requires that all prior credit, including military service credit, be evaluated prior to certification for benefits. By signing below, you are agreeing to allow the Office of Military & Veteran Services to request and access your Joint Military Transcript or Community College of the Air Force transcript as proof of prior credit evaluation for compliance with VA standards.
10. **Chapter 33 (Post 9/11) Students Only:** The Office of Military & Veteran Services submits all tuition and fees for classes to the VA after the free drop deadline for each term. This will be reported to you as an Amendment to your certification in an email from the VA. This amendment is not a change to your enrollment certification.  
**Please be advised!!!** The credit applied to your billing account upon initial certification is subject to adjustment after the VA officially sends payment for your classes. This adjustment can result in you owing a debt to the school.

**I certify I have read and understand the attached terms and conditions and the information I have provided is accurate and can be used by the Office of Military & Veteran Services at Texas A&M University- Corpus Christi for certification purposes.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Texas A&M University-Corpus Christi  
Student Services Center 206  
6300 Ocean Drive, Unit 5771  
Corpus Christi, TX 78412-5771  
(361) 825-2528 office  
(361) 825-2533 fax

Forms can be submitted via email to:  
veterans.affairs @tamucc.edu from  
your TAMU-CC student email.