

## Request for a Parent School Letter

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

VA File #: \_\_\_\_\_ Phone#: \_\_\_\_\_

Students may receive veteran’s educational benefits for courses they are enrolled in at another institution. The school granting the student’s degree is called the “parent school,” the other school is called the “secondary school.” In order to have your courses at the secondary school certified for veteran’s educational benefits, your CGCC academic advisor must use this form to verify the courses you have selected will apply toward your program of study at CGCC.

**Instructions:**

1. Have your CGCC advisor complete section **A** of this form and return it to the CGCC Veterans Services office.
2. Upon certification, this information will be provided to the Veterans Services office at the secondary school. The secondary school will then complete an enrollment certification (VA form 22-1999) and submit it to the Department of Veterans Affairs.

**This section to be completed by a CGCC advisor**

Secondary Institution: \_\_\_\_\_

Current Program of Study at CGCC: \_\_\_\_\_

Semester:    Fall    Spring    Summer   Year \_\_\_\_\_

Secondary School Course Number	Course Title	Degree Requirement
PHI 101	Intro to Philosophy <i>(Example)</i>	Humanities and Fine Arts

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This section to be completed by the CGCC Veterans Services Office**

Chandler-Gilbert Community College will give credit toward meeting graduation requirements following successful completion of the above listed course(s) taken at the participating institution listed above.

Certifying Official: \_\_\_\_\_

Title: \_\_\_\_\_