

## Parent Letter Information

The “Parent” school is the institution issuing the students degree. The “Guest” school is the institution where the student is taking credits with the expectation that those credits will be transferred. A Parent Letter is required from the student’s degree-granting institution and is sent to the Guest school in order for a student’s credits to be submitted to the VA. This letter allows the guest school to certify credits for a student, knowing that those credits will count towards a degree at the parent school.

### **ITEMS UND NEEDS IN ORDER TO SEND A PARENT LETTER (UND IS THE DEGREE-GRANTING INSTITUTION)**

- From the Student: Email this information to [vets@UND.edu](mailto:vets@UND.edu).
  - Student’s Name
  - Student ID Number
  - Student’s Last 4 digits of SSN
  - GI Bill Chapter (and at what rate if applicable)
  - Guest School’s Name
  - Guest School’s VA Certifying Official’s Contact Information (name, email and phone).
  - Class Info (needed for each course taken at the guest school)
    - Class Number (ex: POLS 503)
    - Class Name (Business and Government)
    - Number of college credits issued for class
- If the course doesn’t fall under the degree plan:
  - The student must provide documentation from their advisor that the course will count towards their graduation requirements.

**NOTE: It is up to the student to ensure that he/she is actually VA Certified at Guest School**

### **ITEMS UND NEEDS AS THE GUEST SCHOOL (AWAITING A PARENT LETTER FROM ANOTHER INSTITUTION)**

- What does the student need to do:
  - Inform your VA Certifying Official to send a Parent Letter to UND; this is needed to verify that the courses will transfer towards the student’s degree.
  - Send the Parent Letter to UND’s Veteran & Military Services. This will notify our office that you will be taking class(es) at UND and that your courses should be certified.

Once UND receives the Parent Letter from the school, UND will submit your Certification to the VA.

**UND Veteran & Military Services**  
McCannel Hall, Rm 170  
2891 2nd Avenue N.  
Grand Forks, ND 58202-7115  
P: 701.777.3363 F: 701.777.2040  
[vets@UND.edu](mailto:vets@UND.edu)