Parent Letter Information

The “Parent” school is the institution issuing the student's 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:**
  - Student’s Name
  - UND Student ID
  - 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

- **From Student’s UND Academic Advisor**
  - An email to verify that the course(s) the student wishes to take at guest school will transfer towards the student’s UND degree.

- **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:**
  - Email UND.veteranservices@UND.edu to notify our office that you will be taking class(es) at UND.
  - Inform your VA Certifying Official to send UND a Parent Letter; this is needed to verify that the courses will transfer towards the student's degree.

- **What must be listed on the Parent Letter (from the degree-granting school):**
  - Student’s Name
  - UND Student ID
  - Student’s Last 4 digits of SSN
  - GI Bill Chapter (and at what rate if applicable)
  - Parent School’s Name
  - Parent School’s VA Certifying Official’s Contact Information
  - **Class Info** (for each class Student is taking at UND School)
    - Class Number (ex: POLS 503)
    - Class Name (Business and Government)
    - Number of college credits issued for class

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