

Parent Letter Information

The “Parent” school is the institution issuing a student’s degree. The “Guest” school is the institution where the student is taking credits with the expectation that those credits will be transferred. 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 VSU NEEDS IN ORDER FOR YOU TO OBTAIN A PARENT LETTER (TO ATTEND ANOTHER SCHOOL)

- Student Action: send email to va@valdosta.edu and include all of the information below:
 - Student’s Name
 - Student ID Number
 - GI Bill Chapter
 - Guest School’s Name
 - Class Info (needed for each course taken at the guest school and what it is equal to at VSU)
 - Class Number (ex: POLS 503)
 - Class Name (Business and Government)
- If the course doesn’t fall under the degree plan (refer to DegreeWorks):
 - The student must provide documentation from their advisor that the course will count towards their graduation requirements.
- Our office will email the Parent letter to the student so that the student can forward it to the guest school’s VA Certifying Official.

NOTE: It is up to the student to ensure that he/she is actually VA Certified at Guest School. Speak to the guest school’s VA Certifying Official with any questions/concerns about this, after providing the Parent Letter to them.

ITEMS VSU NEEDS AS THE GUEST SCHOOL (AWAITING A PARENT LETTER FROM ANOTHER INSTITUTION)

- Initial Student Action: Request for your home/parent school’s VA Certifying Official to create a Parent Letter; this is needed to verify that the courses will transfer towards the student’s degree. This Parent Letter from your school should include:
 - Student’s Name
 - GI Bill Chapter (file number if DEA)
 - Home School’s Name
 - Class Info (needed for each course taken at the guest school and what it is equal to at VSU)
 - Class Number (ex: POLS 503)
 - Class Name (Business and Government)
- Final Student Action: Email Parent Letter to VSU’s Veterans Affairs Office to va@valdosta.edu.
- Once our office receives the Parent Letter from the parent school, we will submit student’s Certification as a guest student to the Department of Veterans Affairs.