

Veterans Educational Benefits
Parent School Letter Request Form

This form must be completed by any student who requests to use their VA educational benefits to take courses at another institution while enrolled at James Madison University. The approved course(s) must be required for the student's degree plan at JMU to be covered. All transfer courses must be approved by the Office of the Registrar by completing the Transfer Credit Approval Form prior to submitting this form.

Student Information:

Name: _____ JMU Student ID #: _____

JMU Email: _____@dukes.jmu.edu **Benefit** (Post 9/11, Chp 35, etc.): _____

Term you intend to complete the transfer course: _____

I have completed JMU's Transfer Credit Approval Form and it has been approved:

- Yes ____ **Please provide it along with this form.** We will not write the PSL without it.
- No ____ Please visit to https://www.jmu.edu/registrar/students/transfer_credit.shtml and complete the required Transfer Credit Approval Form. Once the course(s) have been approved by the Office of the Registrar, please submit that form along with this form.

Visiting Institution Information:

School Name: _____

VA Certifying Official Name: _____

VA Certifying Official Email: _____

Return this form along with the approved JMU's Transfer Credit Approval Form to:

Mail: Office of the Registrar
738 South Mason Street MSC 3528
Harrisonburg, VA 22807

Email: Veteran@jmu.edu
Fax: 540-568-5615

I am requesting to use my VA educational benefits at another institution. I understand the course(s) I want to take must be required for my program at James Madison University. The Parent School Letter will be emailed directly to the visiting institution. I understand I must follow up with the other institution to finalize my benefits.

Signature: _____ Date: _____