Please read all instructions, found on the back of this form, carefully before completing this form.

**STEP 1 – TO BE COMPLETED BY STUDENT, THEN RETURN TO VETERAN CERTIFICATION-OFFICE OF THE REGISTRAR**

Student Name (printed): ____________________________________________________________ UT EID: __________________ VA chapter: _____________

The University of Texas at Austin is my parent institution, where I am pursuing a ____________________________ (Degree and Major - Example: BA English, PhD Music).

I also plan to attend ____________________________________________, and will apply for VA education benefits. (Name the college or university, not UT Austin, you plan to attend.)

☐ I have applied or reapplied to The University of Texas at Austin and submitted all required education records.

☐ I am currently enrolled at The University of Texas at Austin and will also be taking courses at another college or university (named above) toward completing my current UT Austin degree plan.

☐ I have listed all the courses below, I wish to have evaluated towards completing my UT Austin degree program:

<table>
<thead>
<tr>
<th>Course Abbreviation and Number</th>
<th>Semester/Year</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________________</td>
<td>______________</td>
<td>________________________________</td>
</tr>
<tr>
<td>2. __________________________</td>
<td>______________</td>
<td>________________________________</td>
</tr>
<tr>
<td>3. __________________________</td>
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<td>4. __________________________</td>
<td>______________</td>
<td>________________________________</td>
</tr>
<tr>
<td>5. __________________________</td>
<td>______________</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

Student Signature: ___________________________________________ Date: _____________________

**STEP 2 – TO BE COMPLETED BY UT ADMISSIONS**

UT Course Equivalency:

| 1. __________________________ |
| 2. __________________________ |
| 3. __________________________ |
| 4. __________________________ |
| 5. __________________________ |

**STEP 3 – TO BE COMPLETED BY UT ADMISSIONS**

This student has applied or reapplied for admission, and all prior educational records declared by the applicant have been evaluated.

Applicant is: ☐ Admissible (subject to the statement below) ☐ Not Admissible

Acceptance is under the condition that the applicant meets admission or readmission requirements as stated in the General Information catalog. The courses above have been evaluated and are transferable to The University of Texas at Austin as shown in the UT Course Equivalency box above.

Authorized Admissions Staff Signature __________________________ Printed Name __________________________ Title __________________________ Date __________________________

Last update 7/25/19
Please carefully read all instructions before completing this form. Incomplete/incorrect forms will result in processing delays.

- Complete all information in **STEP 1**, including:
  - The name of the other college or university you’ll attend (not UT Austin).
  - The course abbreviations and course numbers of classes you’ll take at the other school.
  - The year and semester you’ll take those classes.
  - The titles of those classes.

- After you have completed **STEP 1**, turn this form in to the Office of the Registrar (Main Building, Room 16). The front counter is open M-F, 8 a.m. – 5 p.m.

- Do **not** take the form to an Admissions Office. Veteran Certification will send the form to Admissions for completion of **STEP 2** and **STEP 3**.

- Veteran Certification will contact you, via email or phone, about picking up your form to complete **STEP 4**. You will next need to take this form to the Student Division of your Academic Dean’s office to complete **STEP 4**.
  - Students enrolled in the College of Natural Sciences or the College of Liberal Arts:
    - **College of Natural Sciences**: Kim Love is the only person authorized to sign for **STEP 4**. You may contact Kim at 512.232.1052 or kdwilliams@austin.utexas.edu. Her office is in Painter, Room 5.39.
    - **College of Liberal Arts**: The following advisors are authorized to sign for **STEP 4**: Othell Ballage, Jr., Casey Bushman, Marc Pereira, Sarah Davis, Tyler Ritter, Ashley Moir, Jaimie Martinez, or Juliana Lindsey. Their offices are in Gebauer, room 2.306.

- After **STEP 4**, return the form back to the Office of the Registrar to complete **STEP 5**. You will need to bring your UT ID card. This will take about 10 minutes.

- Once all **STEPS** are completed, submit this form to the School Certifying Official at the other college or university you will be attending. We recommend you also be prepared to submit a copy of your VA Award Letter and VA File Number to the other school. They will certify the classes you are taking at their school for your veteran education benefits.