



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:

<u>Course Abbreviation and Number</u>	<u>Semester/Year</u>	<u>Course Title</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

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

UT Course Equivalency:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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

#### STEP 4 – TO BE COMPLETED BY AUTHORIZED ACADEMIC ADVISOR OF UT AUSTIN SCHOOL OR COLLEGE

Advisor: Complete **only** if the Admissions has declared the student admissible, or the student is currently enrolled at The University of Texas at Austin.

The courses listed above will be taken at \_\_\_\_\_ and will apply towards completing a \_\_\_\_\_ degree.

\_\_\_\_\_  
Academic Advisor's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

#### STEP 5 – TO BE COMPLETED BY VETERAN CERTIFICATION-OFFICE OF THE REGISTRAR

The information provided on this form has been approved for veteran education benefits at The University of Texas at Austin. A copy of this form is retained by the Office of the Registrar.

\_\_\_\_\_  
UT SCO Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*Notice Concerning Your Information: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that The University of Texas at Austin collects about you. It also give you the right to request a copy of that information and to the University correct any of that information that is wrong. You may ask to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Financial and Administrative Services Office, P O Box 8179, Austin, TX 78713 (email: [cfo@austin.utexas.edu](mailto:cfo@austin.utexas.edu)).*

### 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](mailto: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.