



Veterans Affairs

Request for Primary Institution Letter

In order for the VA to cover courses taken at another institution, TJC's Veterans' Affairs Department must confirm that the courses taken at the other institution align with expectations on the student's declared degree plan. Please TYPE the applicable requested information below:

- 1. Complete ALL sections (Type "NA" if not applicable)
2. Have a TJC Academic Advisor sign and date the form indicating approval the requested courses will apply to the declared degree plan
3. Send the completed form to Veterans@tjc.edu or drop it off in person in the Rogers Student Center. The TJC Academic Advisor and Certifying Official will sign the following document and return it to the TJC student and email a copy to the Non-Parent Institution VA Certifying Official and place a copy of the signed document in the student's file

Form with sections: TJC Student Information (Apache Number, First Name, Last Name, etc.), Non-Parent Student Information (Name of Institution, Student ID, etc.), and a table for Course Name and Number at Non-Parent Institution vs Equivalent TJC Course Name & Number.

Visit www.tccns.org to find equivalent course names and numbers.

By Signing Below, I confirm that the courses listed above will assist in the fulfillment of graduation requirements for the listed degree at TJC:

Signature of TJC Academic Advisor

Academic Advisor Email Address

Date

Signature of TJC Certifying Official

Printed Name of TJC Certifying Official

Date