

**Parent Institution Letter**

The University of Texas at El Paso (UTEP)  
Military Student Success Center (MSSC)

Mike Loya Academic Services Bldg. Room 130  
500 W. University Ave. , El Paso, TX 79968  
Phone: 915-747-5342  
Fax: 915-747-5392

UTEP's MSSC will only certify courses that will fulfill degree requirements at UTEP.  
You must be accepted to UTEP for the requested semester.

**Part 1 - Completed by Student Please PRINT**

<b>A. Name (Last, First, MI)</b>		<b>B. Social Security Number</b>	<b>UTEP ID</b>
<b>C. Mailing Address</b>		<b>D. VA File Number (include suffix if Ch. 35)</b>	
		<b>E. VA Chapter (please check)</b>	
		<input type="checkbox"/> 30	<input type="checkbox"/> 33
		<input type="checkbox"/> 35	<input type="checkbox"/> 1606
		<input type="checkbox"/> 33 STEM	
<b>F. Telephone Number</b>		<b>G. Name of Degree/Program</b>	
<b>H. Name and Address of Secondary Institution</b>		<b>I. Course Name &amp; Number at Secondary Institution</b>	
		<i>(do NOT include courses you are taking at UTEP)</i>	
		Course Name	Course Number
		Ex: MATH	Ex: 1111
		1	1
		2	2
<b>J. Semester Attending Secondary Institution</b>		3	3
<b>K. Your Signature</b>		<b>L. Date Signed</b>	

**Part II Completed by Dean or Advisor**

I acknowledge that the course(s) listed above will transfer to the student's current degree plan at the University of Texas at El Paso (UTEP) subject to:

- an official evaluation of an official transcript submitted to UTEP by the secondary institution and
- the student's having met the minimum passing grade for the course for his/her degree plan.

Name & Title of Dean or Advisor	Signature	Date
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**Part III - Completed by School Certifying Official**

Name & Title of VA Certifying Official	Signature	Date
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*Disclosure of Social Security Number*

Disclosure of Social Security Number (SSN) is requested by the Military Student Success Center (MSSC) at the University of Texas at El Paso (UTEP). Voluntary disclosure of your SSN is requested for UTEP to report your enrollment verification to the Department of Veterans Affairs (DVA). Without your SSN, your award (payment) may be delayed by the DVA.

*Collection of Personal Information Notice (House Bill 1922)*

With few exceptions, you are entitled on request to be informed about the information the University of Texas at El Paso collects about you. Under §552/-21 §552.023 of the Texas Government Code, you are entitled to receive and review the information. Under §559.004 of the Texas Government Code, you are entitled to have the University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§441.180 et seq. of the Texas Government Code) and rules.

**MSSC Office Use Only**

Date Received:

Received by:

Mailed to NPI on:

Date faxed to NPI:

Faxed by:

TRANSIENT

CONCURRENT

(as of July. 08, 2020)