Parent Institution Letter

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

500 W University Ave, Library 205
El Paso, TX 79968
Phone: 915-747-5342
Fax: 915-747-5392

UTEPs MSSC will only authorize courses that will fill degree requirements at UTEP.
You must be accepted to UTEP for the requested semester.

Part 1 - Complete by Student - Please PRINT

A. Name (Last, First, MI)	B. Social Security Number	UTEP ID

C. Mailing Address	D. VA File Number (include suffix if Ch. 35)
	E. VA Chapter (please check)
	___ 30 ___ 33
	___ 35 ___ 1606
	___ 1607
F. Telephone Number	**G. Name of Degree/Program**
H. Name and Address of Secondary Institution	**I. Course Name & Number at Secondary Institution**
	(do NOT include courses you are taking at UTEP)
	Course Name (Ex: MATH) / Course Number (Ex: 1111)
	1 / 1
	2 / 2
J. Semester Attending Secondary Institution	3 / 3
K. Your Signature	**L. Date Signed**

Part II - Completed by Dean or Advisor

I certify that the course(s) listed above will transfer to the student's current degree plan at the Univeristy of Texas at El Paso (UTEP) subject to:
- an official evaluation of an official transcript submitted to UTEP by the non-parent instiution 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

Part III - Completed by School Certifying Official

Name & Title of VA Certifying Official	Signature	Date

Disclosure of Social Security Number

Disclosure of Social Security Number (SSN) is requested by the Military Student Success Center (MSSC) at the Univerity 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 (VA). Without your SSN, your award (payment) may be delayed by the VA.

Collection of Personal Information Notice (House Bill 1922)

With few exemptions, you are entitled on request to be informed about the information the Univeristy 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 Govenment 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 Univeristy 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 Govenment 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 February 27, 2015)