

Parent Institution Letter Instructions

What is a Parent Institution Letter (PIL):

- A Parent Institution is the primary school from which the student will earn their degree.
- A Supplemental Institution is the school in which the student is enrolled to take courses which will satisfy requirements at the primary school.

In order to approve benefits for enrollment at a supplemental school, the VA must receive confirmation from the Parent School that a student is entitled to receive full credit in his/her approved educational program for the course(s) they plans to take.

Student Responsibilities:

1. All students must gain approval from their Academic Dean before enrolling in courses at another school.
2. Please list the course name, number and description of the course(s) you are enrolling for at your supplemental school.
3. Take this form to the Academic Dean of your major at your parent school for approval & signature.
4. Submit this PIL form to the School Certifying Official at vrc@ttuhsc.edu.
5. The School Certifying Official will email the form to the supplemental school.
6. A copy of the PIL will be emailed to the student.
7. Contact the School Certifying Official at the supplemental school to verify receipt of the PIL and follow any additional instructions provided. Do not fill out a 22-5495 or 22-1995, Request for Change of Program form at the Supplemental School as this would indicate a transfer to that school.
 - a. Note: Chapter 33 students will need to provide a copy of their most recent Certificate of Eligibility Letter to the Supplemental School.
 - b. All veterans will need to submit a Member 2 or 4 copy of their DD-214.
8. The Supplemental School's School Certifying Official will certify the approved courses taken at the supplemental school to the VA.
9. For classes taken concurrently at TTUHSC, submit a VA Certification Form on the forms portal here.
10. Request an official transcript be sent to the appropriate school official once the supplemental course grades have been posted.
11. Submit an unofficial copy of the transcript to the School Certifying Official, if necessary.
12. Contact the School Certifying Official as needed for any questions.

I understand my student responsibilities: Signature _____ Date: _____

School Certifying Official Responsibilities:

1. Enter course information onto the degree plan on file so that we can see the course is being taken at a supplemental school.
 - a. Semester, School
 - i. Example: 201527 SPC
2. Give the form to a School Certifying Official to sign.
3. The School Certifying Official will send the form via email to the supplemental school's School Certifying Official.
 - a. Make certain you courtesy copy the student.
4. Log the PIL info onto the PIL Information Sheet for that semester.
5. Verify course completion as transcripts are received.

<https://www.ttuhsc.edu/veterans-resource-center/>



Semester & Year _____

****This form is invalid unless it has been signed by the Academic Dean or Authorized Personnel from Parent School****

Date: _____ R#: _____

Parent School
Texas Tech University Health
Sciences Center
Attn: School Certifying Official
3601 4th St STOP 7782
Lubbock, TX 79430

Name: _____

Address: _____

Email: _____

Phone: _____

Chapter: _____

File #: _____

SSN (if Different): _____

Major: _____

T: 806.743.7549
F: 806.743.1314
Submit PIL to: vrc@ttuhsc.edu

Supplemental School Name: _____

Attn: School Certifying Official: _____

Email: _____

Phone: _____

Address: _____

Fax: _____

Supplemental School _____

<u>Course Name</u>	<u>Number</u>	<u>Description</u>

TTUHSC Transfer Equivalent Courses

<u>Course Name</u>	<u>Number</u>	<u>Description</u>

Academic Dean's Office Signature Only

Attention Academic Dean: Please list the TTUHSC Equivalent Courses for the Supplemental Courses named above. Only sign this form if the student is allowed to attend the supplemental school and if courses named above will transfer to the degree listed.

Date Print Name Signature of Academic Dean or Authorized Personnel of Parent School

For Official Use Only

Student (IS/IS NOT) concurrently certified at parent school in ___ hours.

Date Print Name Signature of School Certifying Official