



OFFICE OF THE REGISTRAR

VA_Benefits@baylor.edu

Phone (254) 710-8870

Request for Parent Institution Letter

To receive VA education benefits for courses taken at another institution, the VA Benefits Team at Baylor University must certify the courses taken elsewhere are required for the student’s degree program at Baylor University. Please complete the requested information below and then submit to the VA Benefits Team via email at VA_Benefits@baylor.edu.

Student Must Complete This Section

Baylor ID number	
First Name	
Last Name	
VA Chapter Benefit	
Academic Term and Year	

Transfer Credit Institution’s Information

Name of Institution	
Address of Institution	
VA Representative at Institution	
Phone Number	
Email Address	

Transfer Credit Course Information

Institution's Course Title/Name, Prefix & Number	Baylor Equivalent Course Prefix & Number

For equivalent course names and numbers visit [Baylor University Equivalent Course Tool](#).

I understand I cannot transfer credit for a course I have previously failed at Baylor University. After matriculation, I can transfer a maximum of 15 semester hours to Baylor University for degree credit. I understand I will continue to use my months of eligibility while attending summer courses.

Signature:

Date:

Please digitally sign and return this form to VA_Benefits@baylor.edu.