



For Students:

1. Fill out this form with your name, UID Number, degree program and course(s) that you are enrolled in that are not degree applicable.
2. Take this form to your Academic Advisor to have your course(s) confirmed and this form signed.

For Academic Advisors:

1. Students are required to fill this letter out if a course shows up under the Fallthrough category in DegreeWorks or course(s) are not in their course catalog.
2. The Office of Veteran Success School Certifying Team can only certify classes that apply to the Degree plan as it is listed in Banner and DegreeWorks or Course Catalog.
3. Please review the following excerpt from the Department of Veterans Affairs School Certifying Handbook:

Course Applicability

Only courses that satisfy requirements outlined by the curriculum guide or graduation evaluation form can be certified for VA purposes. A curriculum guide or graduation evaluation form should be kept in the student's file and courses certified should be checked. If a student takes a course that does not fulfill a program requirement, it cannot be certified for VA purposes.

Excessive free electives, for example, cannot be certified.

For questions about specific courses or VA guidance, please direct all inquiries to OVS-certifications@usf.edu or Melissa Jacks, Benefits Program Manager, mjacks@usf.edu

Office of Veteran Success

- University of South Florida ● 4202 E Fowler Ave, ALN 130, Tampa, FL 33620 ●
- Phone: 813-974-2291 ● Fax: 813-974-7199 ●



Date:

To: School Certifying Official of University of South Florida

Student:

ID: U

This letter is to confirm the course(s) that _____ is enrolled in for the _____ 20__ semester will satisfy requirements outlined by the curriculum guide or grade evaluation form for their current matriculated program.

_____ is pursuing a _____

The following course(s) for which the student has registered is applicable to the degree plan:

Do not list courses already approved

Course Number	Course Name	Number of Credits

These course(s) will fulfill ELECTIVE credit requirements outlined in the degree plan.

If the course(s) is not a "free elective" please explain how it will be applied to students program:

The completion of this form does not guarantee approval of the above course(s). Additionally, if no free elective credits are available and the course(s) can not be applied to matriculated program, the student may add a minor to have those credits certified to VA.

DocuSign or Wet Ink

Signature: _____

Title: _____

Phone: _____

Email: _____

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