



CONCORDIA UNIVERSITY IRVINE

Staff Sergeant Matthew Thompson
Veterans Resource Center

PARENT LETTER REQUEST FORM

Student Information:	
Name:	Student E#:
Cell Phone:	Email:
Declared Major:	
Program: ☐ Traditional ☐ Online Bachelor Degree (OBD)	
Term to be Certified: ☐ FALL ☐ SPRING ☐ SUMMER Year: _____	VA Educational Benefit: ☐ Chapter 30: Montgomery GI Bill ☐ Chapter 31: Vocational Rehabilitation ☐ Chapter 33: Post 9/11 GI Bill ☐ Chapter 35: Dependents Educational Assistance ☐ Chapter 1606: Selected Reserve
Guest School Information:	
Name of Guest School:	
VA School Certifying Official Name:	
Phone Number:	Email:
School Address:	
Instructions:	

The purpose of the Parent Letter is to allow for a student to take a class at another institution of higher learning (guest school) and apply it to the degree granting institution (parent school) during concurrent enrollment. In this case, Concordia University Irvine is the parent school.

Once CUI's Office of the Registrar approves the transfer course (s), the Veterans Resource Center can now create a parent letter, and will email a copy (Cc student) of the parent letter to the guest school listed above. By signing below, you permit the VRC to email the Parent Letter to the appropriate community college your SSN or sponsors VA File Number so that they can certify you in VA Once.

Please fill out a separate Parent Letter Request Form for each guest school you plan on taking classes with.

Please Note: A course description or syllabi must be attached to this form for each class. Allow 7-10 business days for processing.

Grades lower than C- will not be accepted for transfer. Duplicate coursework is not transferable. This approval is not valid without the signature of the Registrar's Office.

Student Signature

Date

PARENT LETTER REQUEST FORM (reverse)

Course #: _____ Course Title: _____ Units: _____

Course requirement you are trying to fulfill: _____

► _____ General Education _____ Major/Minor/Concentration _____ Electives

Below is for the Registrar Office's use to review all applicable degree requirements as they relate to the above transfer course:

_____ The above course is eligible to transfer as: _____ Units: _____

_____ General Education _____ Major/Minor/Concentration _____ Electives

_____ The course is NOT eligible for transfer

Registrar's Office Signature: _____ Date: _____

Course #: _____ Course Title: _____ Units: _____

Course requirement you are trying to fulfill: _____

► _____ General Education _____ Major/Minor/Concentration _____ Electives

Below is for the Registrar Office's use to review all applicable degree requirements as they relate to the above transfer course:

_____ The above course is eligible to transfer as: _____ Units: _____

_____ General Education _____ Major/Minor/Concentration _____ Electives

_____ The course is NOT eligible for transfer

Registrar's Office Signature: _____ Date: _____

Course #: _____ Course Title: _____ Units: _____

Course requirement you are trying to fulfill: _____

► _____ General Education _____ Major/Minor/Concentration _____ Electives

Below is for the Registrar Office's use to review all applicable degree requirements as they relate to the above transfer course:

_____ The above course is eligible to transfer as: _____ Units: _____

_____ General Education _____ Major/Minor/Concentration _____ Electives

_____ The course is NOT eligible for transfer

Registrar's Office Signature: _____ Date: _____