

UC Parent School Letter

Section 1: Student and Campus Information (to be completed by the student)																													
Date:		Term (e.g. Spring 2025):																											
Student Name:		Student ID#:																											
Degree Level: (e.g. BA, BS, MA, MS, PhD.):																													
Major: (e.g. History):																													
Home/Parent School Information																													
Home/Parent School Name:																													
Home/Parent School Facility Code: <i>(to be completed by School Certifying Official/SCO)</i>																													
Home/Parent SCO Email:																													
Guest/Secondary School Information																													
Guest School Name:																													
Guest School SCO Email:																													
Benefit Type(s) Requested for Transfer																													
	CH 30: Montgomery GI Bill®		CH 33: Post 9/11 GI Bill®																										
	CH 31: Veteran Readiness & Employment (VR&E)		CH 35: Dependents Education Assistance (DEA)																										
	CH 1606: Montgomery GI Bill® Selected Reserve (MGIB-SR)		CalVet Fee Tuition Waiver <i>(jump to section 3)</i>																										
Section 2: Academic Course Verification (required for VA education benefits)																													
<p>_____ (student name) is a VA Chapter _____ beneficiary student at _____ (name of home/parent school) pursuing a _____ (degree/major name – e.g. ‘Associate of Art degree’, ‘Master of Science’, etc.). This information is needed to report to the guest student in Enrollment Manager.</p> <p>The course(s) listed below satisfy _____ (name of degree program/major) requirements and will transfer at full value to _____ (home/parent school name).</p> <p><i>An academic advisor must verify and confirm that the course(s) taken at the guest school has a course equivalent at the parent/home school AND that the credit is eligible for transfer to the degree program as part of graduation requirement.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center;">Parent/Home School Name</th> <th colspan="2" style="text-align: center;">Guest School Name</th> </tr> <tr> <th style="width: 33%;">Course Name</th> <th style="width: 17%;">Units</th> <th style="width: 33%;">Course Name</th> <th style="width: 17%;">Units</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Student intends to take the above course(s) at _____ (guest school name) as a guest student. Please certify the courses to VA as the guest school.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Academic Advisor Name:</td> <td> </td> </tr> <tr> <td>Advisor or Department Email:</td> <td> </td> </tr> <tr> <td>Academic Advisor Signature</td> <td> </td> </tr> </table>				Parent/Home School Name		Guest School Name		Course Name	Units	Course Name	Units													Academic Advisor Name:		Advisor or Department Email:		Academic Advisor Signature	
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Section 3: CalVet Fee Tuition Waiver Verification																													
<ul style="list-style-type: none"> ▪ _____ (student name) is a matriculated degree seeking students at _____ (name of home/parent school). ▪ This student’s expected graduation date is _____ (term name and year -e.g. Spring 2026). ▪ This student is a CA resident for UC tuition purposes (check the box): ___ Yes ___ No ▪ Please attach CalVet Fee Tuition Waiver Award Letter (with the 16-digit code) 																													
Section 4: Required signature																													
Home/Parent Institution:																													
Home/Parent SCO Name:																													
Home/Parent SCO Email:																													
Home/Parent SCO Signature:																													

UC Parent School Letter Instruction

This parent letter must be completed for a student to utilize VA or CalVet Fee Tuition Waiver benefits at a Guest School. Additionally, a copy of the VA Certificate of Eligibility (COE) or CalVet Fee Tuition Waiver must be provided to the Guest School. Please reach out to the guest school to inquire about their preferred method of documentation submission. This form is only for UC students wishing to use their VA Education Benefits and/or CalVet Fee Tuition Waiver at another public California school.

Federal VA Beneficiaries (Ch. 30, 31, 33, 35, 1606):

Please complete **Section 1** and **Section 2** only. When meeting with your academic advisor at your parent/home school, you may be asked to provide *course syllabi from guest campus as part of the course evaluation*. To complete this form, you will need to meet an Academic Advisor and may need to meet with the School Certifying Official (SCO) at your home/parent school.

- **Section 1:** Student and Campus Information (to be completed by the student)
- **Section 2:** Academic Course Verification (required for VA education benefits)
 - **Instructions:** You must meet with an Academic Advisor at your home/parent school to complete this portion of the form for Ch 30, 31, 33, 35, 1606 benefits. Course syllabi from guest campus may be required as part of the course evaluation. You can skip this section if you are only requesting usage of the CalVet Fee Tuition Waiver.
 - An academic advisor must verify and confirm that the course(s) taken at the guest school has a course equivalent at the parent/home school AND that the credit is eligible for transfer to the degree program as part of graduation requirement.
 - A home/parent school course name of “elective” requirement or “general education” requirements, or similar language does not meet the requirements for course equivalent and will not be approved by parent/home campus SCO.

Example:

Parent/Home School Name		Guest School Name	
UCLA		UC Santa Cruz	
Course Name	Units	Course Name	Units
Biology 101	4	Biology 1A	4

- **Section 4: Required signature**
 - The SCO verifies that all applicable sections of this form are completed upon my signature.

Cal Vet Fee Tuition Waiver Students:

Please complete **Section 1** and **Section 3** only. Do not complete Section 2 (Academic Course Verification) unless you also wish to use a federal VA benefit. To complete this form, you will need to meet with your School Certifying Official at your home/parent campus.

- **Section 1:** Student and Campus Information (to be completed by the student)
- **Section 3:** CalVet Fee Tuition Waiver Verification
 - **Instructions:** Please take this form to the School Certifying Official (SCO) at your home/parent UC campus for verification. Once completed by the SCO, please submit this to your Guest School for processing. This form is only for UC students wishing to use their CalVet Fee Tuition Waiver at another public California school.
 - All users of the CalVet Tuition Fee Waiver at UC must be CA resident determined by the UC and enrolled in a UC campus program.
 - [UC Residency Requirements](#)
 - [UCOP Cal Vet Fee Waiver Policy](#)
 - **Reminder:** It is the students’ responsibility to submit the CalVet Fee Tuition Waiver Award Letter (with the 16-digit code) to the Guest Campus for processing. Please reach out to the guest school to inquire about their preferred method of documentation submission. ([CalVet Fee Waiver Website](#))
- **Section 4:** Required signature
 - The SCO verifies that all applicable sections of this form are completed upon my signature.