



For Students:

1. Fill (n)6 2 Tc p59.26 Td (1.)Tj ET Q q 0 0 612 792 re W\* n BT /GS0 gs /TT0 12 Tf 91.224 659.26 T

For Academic Advisors:

1. Students are required to fill this letter out if a course shows up under the Fallthrough category in DegreeWorks.
2. The Office Veteran Success School Certifying Team can only certify classes that apply to the Degree plan as it is listed in Banner and DegreeWorks.
3. Please review the following excerpt from the Department of Veterans Affairs School Certifying Handbook:

For questions about specific courses/A guidance please direct all inquiries to [OVS-certifications@usf.edu](mailto:OVS-certifications@usf.edu) or Melissa Jack, Benefits Program Manager [mjacks@usf.edu](mailto:mjacks@usf.edu)

## Office of Veteran Success

" University of South Florida " 4202E 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: \_\_\_\_\_

U: \_\_\_\_\_

This letter is to confirm the course that \_\_\_\_\_ is enrolled for the \_\_\_\_\_ 20\_\_ semester will satisfy requirements outlined by the curriculum guide or grade evaluation form.

NOTE: If no free elective credits are available, student must add a minor to have those credits certified to VA. If a student takes a course that does not fulfill a program requirement, it cannot be certified per VA guidelines.

\_\_\_\_\_ 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 courses will fulfill ELECTIVE credit requirements outlined in the degree plan

Respectfully,

*DocuSign or Wet Ink*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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