TEXAS SOUTHERN UNIVERSITY

Office of Veterans Affairs
3100 Cleburne Street, Houston, Texas 77004
713-313-7862

VA Semester Benefit Form

You must complete the following procedures if you wish to receive Veteran Benefits at Texas Southern University:

1. Provide Registrar's Office with **official transcripts** of all schools attended since your last certification.
2. Provide TSU Veterans Affairs Office with **unofficial transcripts** of all schools attended since your last certification.
3. You must complete the Semester Benefits Form for **EACH** semester you attend classes and for certification processing.

Name: _____
Last *First* *Middle*

DOB: _____ Social Security Number: _____

Address: _____
Street

_____
City *State* *Zip*

Phone: _____ Email: _____

Semester: _____ Chapter# or Benefit used _____ File#_____

Major: _____ Minor _____ Catalog Yr._____

Kicker (attach a copy of DD-4 or contract) ☐ Yes ☐ No Buy-in Yes ☐ No ☐

NOTE:

A certification for veteran benefits will not be processed until official transcripts have been received and an official evaluation has been completed (if applicable) by the Registrar's Office. A veteran will not be certified for courses not listed on their Degree Works. Please refer to all evaluations and your proposed degree program prior to each registration. Veteran regulations require that a student receiving veteran benefits select a degree objective and make satisfactory progress toward completion of that objective. **All drops, withdrawals, and "I" grades must be submitted to the veterans counselor within 15 days**. A veteran will **not** be certified for repeated courses unless the first attempt resulted in a failing grade (F) or withdrawal (W). All course substitutions must be approved and submitted in writing. You must complete form **VAF 22-1990** (Chapters 30, 33, 1606, 1607) or form **VAF 22-5495** (Chapter 35) if you change your degree program.

I have received and understand the procedures necessary to receive Veteran Benefits at Texas Southern University. I further understand that failure to adhere to any and all VA/State requirements may result in delayed certification and/or overpayment situation, which will cause a financial debt and VA hold.

Signature: _____ Date: _____
Month *Day* *Year*