Parent Institution Letter (PIL)  
Frequently Asked Questions

Q. What is a Parent Institution Letter (PIL)

A. The PIL is a form used by Texas A&M University-San Antonio students who are attending classes at other institutions and would like those courses to be certified using federal benefits. Per the Department of Veteran Affairs, the VA only recognizes one institution as the “Primary Institution” all other institutions are considered “Secondary Institutions” and require a PIL from the Primary Institution in order to certify the coursework taken meets the degree program on file.

Q. Do I have to be enrolled in classes at Texas A&M University-San Antonio to receive a Parent Institution Letter?

A. Yes, in order to receive a Parent Institution Letter you must be enrolled in at least one course at the Primary Institution.

Q. Where do I access the form for completion?

A. The PIL will be posted on the Student Veterans Services web page and can be completed on line and printed for submission to the Student Veterans Certification office located in room 106 in main campus building. Form must be TYPED and signed by the individual’s student’s academic advisor. No handwritten forms will be accepted.

Q. What additional documentation is needed for submission of the PIL?

A. You will need to provide a detailed schedule of classes you are completing at the Secondary Institution.

B. An updated degree plan signed by your academic advisor that indicates the coursework taken at the Secondary Institution.

Q. What do I do once I receive my PIL?

A. Once the PIL has been approved and signed it will be transmitted to the email address the individual has provided. Upon receipt, the individual must submit the parent letter to the Certifying Official at the Secondary Institution’s Veterans Office.

Q. What is the turn-around time for receipt of parent letter?

A. The turn-around time for a submitted parent letter is 72 hours depending on peak period levels.