Parent Institution Letter (PIL)
Frequently Asked Questions

Q. What is a Parent Institution Letter (PIL)?
A. It is a form issued by Texas A&M University-San Antonio to students who are attending classes at a secondary institution. This form is required if a veteran student wishes for those courses to be certified using federal benefits. It verifies that the coursework taken meets the degree program requirements at Texas A&M University-San Antonio.

Q. Do I have to be enrolled in classes at Texas A&M University-San Antonio to receive a Parent Institution Letter?
A. Yes, generally speaking, in order to receive a Parent Institution Letter you must be enrolled in at least one course at the Parent Institution. The only exception is during the summer term. If you enroll in classes at the secondary institution during the summer but are not registered for any summer classes at the Parent Institution, we will issue a PIL, on the conditions that you were enrolled at the Parent Institution during the previous spring semester and are pre-registered at the Parent Institution for the fall semester.

Q. Where do I access the form for completion?
A. The PIL will be posted on the Military Affairs web page and can be completed on-line and printed for submission to the Office of Military Affairs located in the Patriots’ Casa, Suite 202. The form must be TYPED and signed by the individual student’s academic advisor. No handwritten forms will be accepted.

Q. What additional documentation will be needed to submit a PIL request?
A. You will need to provide a detailed schedule for the classes taken at the guest institution and an updated degree plan signed by your academic advisor that indicates the coursework taken at the guest institution.

Q. What is the turn-around time for receipt of parent letter?
A. The turn-around time for a submitted parent letter is 48 hours, however; times may vary depending on peak periods.

Q. What do I do once I receive my PIL?
A. Once the PIL has been approved and signed it will be emailed to the email address provided on the PIL request form. Upon receipt, you must take the PIL to the Certifying Official at the secondary institution.