



Academic Advisor Letter

Academic Advisors: Please complete the bottom of this form and attach the student's Curriculum Sheet or Plan of Study and send to the student.

Student: Submit both documents at <http://veterans.auburn.edu/required-documents/>.

STUDENT INFORMATION (please print) *TO BE FILLED OUT BY STUDENT*

Student Name:			
AU ID #:			
Please select your applicable category:	Veteran Dependent	Service Member Survivor	Please select your applicable chapter: 30 31 33 35 1606
Degree Program:			
Name of College at AU:			
Is this a change of major?	YES NO	If yes, what major/college are you changing from?	

All Students

- In a student's graduating term, and as long as the student takes at least one class required for the student to graduate with a degree, the student can register for other classes of their choosing in order to satisfy the 12 hour requirement. This is called "rounding out." The VA only authorizes rounding out in the student's graduating term.
- Federal VA benefits only pay for classes that are degree applicable, core subjects, and approved electives.
- Federal VA benefits do not pay for minors that are not required of the degree program.

Undergraduate Students

- Once you have created your schedule it will be electronically sent to your Academic Advisor for approval in AU Access.
- Undergraduate students require a minimum of 12 degree applicable hours to receive the maximum amount of their VA educational benefits.

Graduate Students

- Graduate students require a minimum of 9 degree applicable hours to receive the maximum amount of their VA educational benefits (exception: EMBA, PMBA, MRED, and certain graduate certificate programs).
- If you are not able to create an "Official Plan of Study", you must still provide a list of approved courses you are required to complete to obtain your degree. The list must be approved and signed by your advisor. If your Plan of Study should change, in any way, you **MUST provide an updated copy for your AUVRC file.**

Note to Academic Advisor:

This student is using federal VA benefits. **Please provide the information requested along with an applicable Curriculum Sheet (Undergraduate) or Plan of Study (Graduate)** indicating accepted transfer credit(s) if applicable. If this student is a veteran or service member of the military, they **MUST** provide a military transcript for evaluation.

ACADEMIC ADVISOR INFORMATION (please print) *TO BE FILLED OUT BY ACADEMIC ADVISOR*

Academic Advisor Name:	
Academic Advisor Phone #:	
Academic Advisor E-Mail Address:	

I have filled out the above information and attached the student's Curriculum Sheet or Plan of Study to this letter.

Academic Advisor Signature

Date