

**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE  
WORKFORCE EDUCATION AND DEVELOPMENT/OFF-CAMPUS  
DEGREE PROGRAM**

**STUDENTS USING VA BENEFITS**

Southern Illinois University Carbondale will continue to be the parent school, and it is therefore necessary for Southern Illinois University Carbondale to certify to VA any non-Southern Illinois University Carbondale classes used to fulfill requirements for the Southern Illinois University Carbondale degree. IF THE STUDENT ATTENDS A COLLEGE OTHER THAN SOUTHERN ILLINOIS UNIVERSITY CARBONDALE, the student will need to follow the steps below prior to enrolling in a class:

1. Obtain course equivalent confirmation as listed on the Off-Campus Degree Program website, and confirmation by the site coordinator. This written documentation will establish the approval for specific courses, and indicate they are applicable to their degree program.
2. Write Southern Illinois University Carbondale. Identify him/herself as a student from \_\_\_\_\_, requesting a VA FL22-315 letter. Have the following information at hand:
  - a. Name, address and phone number of the supplemental institution.
  - b. Term/semester dates of the course.
  - c. Course number and full course title.
  - d. Number of semester/credit hours of course.
3. The University will mail to the host/(supplemental) institution the FL22-315 form which will satisfy the requirements for VA certification.
4. The host/(supplemental) institution will then, upon his/her registration and receipt of the FL22-315 from Southern Illinois University Carbondale forward their VA certification along with the form supplied by Southern Illinois University Carbondale.
5. VA requires all certifications to be handled through the U.S. Mail. If you want your benefits to continue in a timely manner, it is important that you follow the instruction provided. IT IS YOUR RESPONSIBILITY TO CONTACT SOUTHERN ILLINOIS UNIVERSITY CARBONDALE AND REQUEST THE FL22-315 LETTER.

<b>TO BE COMPLETED BY STUDENT'S PARENT INSTITUTION</b>		
NAME OF STUDENT	VA FILE NO.	
<p>This is to certify the above student will be granted full credit for his/her training at the institution shown below. These courses are required subjects within the student's approved educational program. (Chapter 32, 34, or 35, Title 38, U.S.C.).</p> <p>The student <input type="checkbox"/> will <input type="checkbox"/> will not be enrolled at this institution during the same period.</p>		
NAME OF SUPPLEMENTAL INSTITUTION		
CATALOG NUMBER	SUBJECT	UNITS OF CREDIT
NAME OF PARENT INSTITUTION <b>Southern Illinois University Carbondale</b>	SIGNATURE AND TITLE OF CERTIFYING OFFICIAL	