



VETERAN SERVICES OFFICE (VSO)
Prior Credit Evaluation

The U.S. Department of Veterans Affairs (DVA) requires educational institutions to report credit allowed for all prior post-secondary (after high school) educational credit and training (including military service schools) applicable to a student's current degree program.

It is your responsibility to request academic transcripts from all post-secondary education institutions you have attended. These transcripts should be sent to the college's Admission Office. Your military service schools and military experience also must be evaluated. That documentation should be submitted directly to the Pensacola State College Admissions Office. For military transcripts & DD214 info see: Military Service Schools/Military Experience Resources at: http://www.pensacolastate.edu/financialAid/veteransAffairsForms.asp.

The VSO will certify your attendance for two terms only pending the receipt and evaluation of your prior credits. DVA cannot pay educational benefits beyond two terms without a prior credit evaluation being submitted by Pensacola State College. Two terms are equal to: Fall and Spring; or Spring and Summer; or Summer and Fall. Remember: It is your responsibility to notify this office when the college's Admissions Office informs you that your evaluation has been completed. At that time you should also submit a request for the college to continue your certification to DVA.

There could be a delay in an institution or agency providing you transcript or documentation. You should make your requests immediately.

DVA regulations prohibit the college from certifying for payment courses that you have previously completed if that course(s) applies toward the degree program you are pursuing at Pensacola State. It is your responsibility to avoid pursuing courses for which you may later receive transfer credit. If you are unsure how a course might be evaluated at Pensacola State College, consult your academic advisor.

If you have earned a large number of credits previously, the DVA may delay your award of benefits pending their receipt of Pensacola State College's evaluation of your prior cred.

I understand the above information.

PRINT NAME (First MI Last)

STUDENT ID#

SIGNATURE

DATE

Return this form to Pensacola State's Veteran Services Office