This form is to be completed by the Academic Advisor of the student using federal VA benefits. Please complete the form, scan, and then email to the AUVRC at veterans@auburn.edu or fax it to (334) 844-8166.

STUDENT INFORMATION (PLEASE PRINT)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>AU ID # 90</th>
</tr>
</thead>
</table>

Please circle your applicable category: VETERAN/SERVICE MEMBER or DEPENDENT

Degree Program

Name of College or School

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.
- 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 maximum of 9 degree applicable hours to receive the maximum amount of their VA educational benefits (exception: EMBA, PMBA, and MRED 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.

ACADEMIC ADVISOR INFORMATION (PLEASE PRINT)

<table>
<thead>
<tr>
<th>Academic Advisor Name</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

E-Mail Address

THE STUDENT VETERAN/SERVICE MEMBER’S MILITARY TRANSCRIPT HAS BEEN TURNED IN FOR EVALUATION. CIRCLE: YES/NO

IS THIS A CHANGE OF MAJOR? CIRCLE: YES/NO

Academic Advisor Signature and Date

Note to the 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.