Dual/Concurrent Enrollment Form

Student’s Name: _________________________________ PID: _________________________________

Major: _________________________________ VA Chapter: _________________________________

Supplemental School: _________________________________

Semester: Fall _____ Spring _____ Summer _____ Year: _________________________________

The following course(s) will be accepted towards the student’s degree program:

Course(s) _________________________________ _________________________________

________________________________________

I certify that the subjects listed above will transfer to FIU and apply in full towards this students degree program:

Signature of Academic Advisor: _________________________________ Date: __________

Print name: __________________________________________

I understand that I am required to have official transcripts sent to FIU at the end of the semester:

Signature of Student: _________________________________ Date: __________

Print name: __________________________________________

I verify that the student is eligible to receive VA education benefits and that FIU is fully accredited and a VA approved institution of higher learning:

Signature of Cert. Official: _________________________________ Date: __________

Print name: __________________________________________
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Instructions

A student may take courses at more than one school *that apply to his or her degree*. Please be aware that courses taken for a future degree or as pre-requisite for a future degree cannot be certified. Only courses that are degree applicable for the current major are certifiable. The school that will grant the degree—in this case FIU—is the “primary” school. All other schools are “secondary” schools.

The VA can pay benefits for courses taken at secondary schools. If the student is only enrolled at the secondary school (supplemental enrollment), VA will pay for the credits taken at the secondary school. If the student is enrolled at the primary school and the secondary school at the same time (concurrent enrollment), VA will pay for the combined credit, taking overlapping enrollment dates into account.

**Step 1.**

Have your FIU academic advisor sign the Dual/Concurrent Enrollment form certifying that the courses you will take at the secondary school will be applicable to your FIU degree/major.

**Step 2.**

Sign, print your name and date the Dual/Concurrent Enrollment form.

**Step 3.**

Bring the Dual/Concurrent Enrollment form to the Veteran & Military Affairs Office so that the Certifying Official can sign and approve your enrollment at the secondary school.

**Step 4.**

Take completed Dual/Concurrent Enrollment form to the secondary school’s VA Certifying Official. With this form, the secondary school will be able to certify your enrollment to the VA.

**Step 5.**

After grades are posted at the secondary school, request official transcripts to be sent to FIU.