University of Hawai‘i at Mānoa
CREDIT FOR PRIOR TRAINING

To the Student:

1) Schedule an appointment with your college or departmental advisor and request an evaluation of your credit for prior training.

2) Return this form as soon as possible to the Veterans Affairs representative at the Admissions and Records Office, Queen Lili‘uokalani Center for Student Services, Room 010 service window or your benefits may be discontinued.

I allow my advisor to review my academic record and to evaluate my prior credits. I understand that this information will be released to the UHM VA representative and will only be used for VA purposes.

_______________________________    _____________
(Student’s Signature)                             (Date)

To the Advisor:

______________________________ is a student receiving educational benefits from the Department of Veterans Affairs (VA), and needs to have his/her credit for prior training reported to the VA.

Credit for prior training needs to be reported for a student the first term he/she is collecting benefits at the University of Hawaii at Manoa and for any term following a change in the student’s program.

To report credit for prior training, all credits taken prior to __________ need to be evaluated for their applicability to the student’s program. This includes any transfer and institutional credits that are considered program, general education, or elective credits* going towards the completion of the student's program. We will report this total number of applicable credits to the VA as the student’s credit for prior training.

In addition, VA requires that I have degree plans for all veterans receiving educational benefits.

Please complete this form, attach a copy of the student’s degree plan, and return it to the student. If you have any questions, you may call me at 956-8010. Thank you very much for your assistance.

Marissa Hattori
VA Certifying Official

*For students pursuing a second baccalaureate degree, please also include the credits for courses that are waived when calculating the total number of credits for prior training.

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Student Name: _____________________________________  UH Number: ________-________
(Last)   (First)        (Middle)

Degree:_______    Major:__________________________

Out of _________ transfer credits, number applicable: _________.
Out of _________ prior institutional (Manoa) credits, number applicable: _________.

Student’s Advisor: ___________________________    Date: ___________________

College/Department: ___________________________    Phone: ___________________