



Term Approval Form (TAF)

Guidance Page

Please read the following information:

TAFs are required to be completed **by students** receiving VA benefits for **EVERY** term they are enrolled at the University of Mississippi (i.e., if you are taking courses during the Full Summer term and courses during the Second Summer term, you will need to submit two separate TAFs).

This form **MUST** be **TYPED**.

Students **MUST** fill out their TAF and **email it to their advisor for certification**.

TAFs are only accepted from advisors, NOT from students. Do NOT submit waitlisted courses for approval

Once you have filled out your TAF, email it to your advisor and ask your advisor to identify if your courses are part of Degree Plan, certify how many course hours apply towards your Degree Plan, and email your completed TAF to veterans@olemiss.edu with you CC'd.

Please submit all paperwork **before** the first day of each term to ensure timely processing by the VA.

If you add a course that is not on your TAF, you **MUST** fill out a new TAF containing all courses for that Term and have your advisor certify and submit it to VMS.

Should you drop a course after the drop date, you will be responsible for any class fees or drop fees associated with that course.

If you have changed your major, complete and submit a Change of Major Form along with a corresponding TAF.

If you are taking an Internship, complete and submit an Internship Form along with a corresponding TAF.

If you plan to participate in Study Abroad, contact a VMS School Certifying Official (SCO) **BEFORE** applying for Study Abroad.

***NOTE: There WILL be costs associated with Study Abroad that VA Education Benefits will NOT cover. These costs are the student's responsibility.**

To have minor courses approved on your TAF, a minor **MUST** be required for your degree.

Failure to have a correctly filled out, certified, and completed TAF, along with other requirements listed in the Student's Statement of Understanding, may result in processing delays or dismissal of paperwork.

In compliance with Mississippi Code, Title 97, Chapter 21, Article 1, Section 97-21-33 — penalty for forgery is the following: "Any person convicted of forgery when the amount of value involved is \$5,000.00 or more, but less than \$25,000 shall be imprisoned in the Penitentiary for a term not exceeding ten (10) years, or be fined not more than \$10,000.00, or both." If you forge this or other VA paperwork, VMS will pursue the maximum penalty.

Revised April 2025

The Office of Veteran & Military Services

The George Street House, P.O. Box 1848 University, MS 38677

Phone: (662)915-2854 Fax: (662)915-1408 Email: veterans@olemiss.edu



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This form MUST be **TYPED**. Students **MUST** fill out their TAF and **email it to their advisor for certification**. TAFs are only accepted from advisors. TAFs will NOT be accepted from students.

First Name:

Last Name:

Student ID#:

Student Email:

Chapter of Benefit:

Degree Level:

Degree:

Major:

Minor:

Term:

Academic Year:

			Advisor Only: Course is part of Degree Plan	
Course Prefix & Number	Course Title	iStudy	YES	NO

Do **NOT** list waitlisted courses above

If you are repeating any courses previously paid for by the VA, list the courses and terms during which they were taken:

Course Prefix & Number	Course Title	Previous Term and Year (i.e., Fall XXXX)

Please select the campus where you will take the majority of these courses:

Student Statement

I confirm that I am requesting the Ole Miss VMS office to certify these hours and courses. I understand VMS will only certify the hours and courses approved by my academic advisor.

Student Signature:

Date:

Academic Advisor Statement

I certify _____ semester hours of the courses listed above apply towards this student's degree plan/requirements.

Advisor Name:

Advisor Signature:

Date:

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