Verification of Military Service
(Undergraduate Student Only)

Name of Student: ___________________ Semester: __________
VIP ID Number: ___________________

This is to certify that the above named individual is either on Active Duty, in the National Guard, or in the Military Reserves as of _____________. This certification entitles the individual to a tuition rate applicable to Active Duty service members. Please submit a valid copy of your orders or a Memorandum on your Unit's letterhead stating the location of your Duty Station, unit address and contact information (signed by the Educational Services Officer) for verification of Military Service along with this form. This form and the required documentation must be given to our office every semester.

Please check the appropriate status that applies to the student:

_______ Active Duty _______ National Guard _______Military Reserves

By signing this document, you are acknowledging that all information listed is honest and accurate as of the date listed.

________________________________________  ______________________________________
Name of Educational Services Officer        Military Installation

________________________________________  __________________________
Signature of Educational Services Officer    Date

________________________________________  __________________________
Signature of Student                        Date

Return to:
USC Upstate
Cashier's Office/Student Account Services
800 University Way
Spartanburg, SC 29303
(864) 503-5334 – fax
tdixon3@uscupstate.edu - Email

Revised: September 2014