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

Revised: September 2014