



MVP Change Request Form

To request a change in your original certification during the semester, please complete, print and sign this document. Scan and email the form to vabenefits@ttu.edu, mail to TTU MVP, Box 45026, Lubbock, Texas 79409 or deliver in person to Drane Hall, Room 147.

R# Last Name: First Name:

Email: Circle your Classification: UG, GR, LW, EMBA

Chapter: __30 MGIB __31 VR&E __35 DEA __ 1606 MGIB SR __1607 REAP __33 Post 9/11 ____%

I am a __Veteran __Dependent __Active Duty __Reserve/National Guard __Other _____

List changes in your address below for MVP use. **Notify the VA directly for all changes in address or direct deposit.**

Complete Address:

Instructions to Students.

1. List the original amount of TTU hours you registered for and the new hours for that semester after your change.
2. List each class added or dropped and the date of the change.
3. If you have changed your program, list College, degree, major, minor, specialization below. **Attach degree plan copy.**

Old Program:

New Program:

Semester & Year	Original Hrs	New Hrs	Class Dropped	Class Added	Date of Change	Checked by

By signing below, you agree to notify the TTU MVP department if you drop a course, withdraw, change your degree program, major, address or email and to contact the TTU MVP office after each registration. Failure to do so may result in a debt.

Signature _____ Phone: _____ Date _____

***For MVP Use only:**

Adjustment Hours From & To	List any Course Not Certified Originally	Work Date/By	Z	W	Date	Initials

Staff Notes:

