

**Steps for Students Using VA Benefits:**

These steps can also be found online at <https://www.vpcc.edu/military/veterans/index.html>

1. Apply for your VA Benefit at <https://www.va.gov/education/how-to-apply/>
   1. Print the confirmation page
2. Apply to the College online at [vpcc.edu/new student](https://www.vpcc.edu/admissions/apply-to-virginia-peninsula/index.html)
3. Submit the following documents to [admissions@vpcc.edu](mailto:admissions@vpcc.edu)
   1. Proof of Virginia Residency to determine eligibility for in-state tuition rate (copy of orders placing you in Virginia, utility bill with your address, Certificate of Eligibility for VA Benefits with Virginia Address)
   2. Military Transcripts – order your JST- [Official Joint Services Transcripts](https://jst.doded.mil/official.html) or CCAF -[CCAF transcripts](https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/)
   3. Request that your official transcripts be evaluated using the [Request for Transfer Evaluation Form](https://tncc.co1.qualtrics.com/jfe/form/SV_bEhzVitMD4ZBgkS)
4. Schedule an appointment with an Academic Advisor and Determine Degree
   1. Have an electronic copy of official/unofficial transcript for review
   2. Log-in to MyVPCC at [vpcc.edu/students](https://www.vpcc.edu/services/students.html)
   3. Click on the Navigate app
   4. Click the tab on the left for Appointments
   5. Follow the prompts to schedule an advising appointment with your academic advisor.
   6. VA students must take the Virginia Placement Test (VPT) to use VA Education Benefits for Developmental Math and English courses and those courses must be on-campus (residential)
5. Determine how Tuition and Fees will be covered
   1. Out of Pocket – [How to pay](https://www.vpcc.edu/services/pay/)
   2. [Tuition Payment Plan](https://www.vpcc.edu/services/pay/plan.html)
   3. [VPCC Financial Aid](https://www.vpcc.edu/services/pay/aid/index.html)
   4. VA Education Benefits covers tuition and fee charges for CH31 & CH33
6. Register for classes
   1. Can be done online at any computer through SIS or NAVIGATE. How-To Videos can be found online at

<https://www.vpcc.edu/admissions/apply-to-virginia-peninsula/index.html>

1. Fill out Certification Request for VA Education Benefits and Veteran Services Policies & Student Responsibilities
   1. Certification Request is completed online through SIS and must be completed upon enrolling each semester.
   2. The Student Agreement form can be submitted to [mvs@vpcc.edu](mailto:mvs@vpcc.edu)