

VIRGINIA PENINSULA COMMUNITY COLLEGE

Steps for Students Using VA Benefits:

These steps can also be found online at <https://tncc.edu/military/veterans>

1. Apply for your VA Benefit at www.va.gov
 - a. Print the confirmation the application was completed to pdf
2. Apply to the college
 - a. complete the online application at tncc.edu/new student
3. Submit the following documents to admissions@tncc.edu
 - a. 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)
 - b. Military Transcripts – order your JST- [Official Joint Services Transcripts](#) or CCAF -[CCAF transcripts](#)
 - c. Request that your official transcripts be evaluated using the [Request for Transfer Evaluation Form](#)
4. Schedule an appointment with an Academic Advisor and Determine Degree
 - a. Have an electronic copy of official/unofficial transcript for review
 - b. Log-in to MyTNCC at tncc.edu/students
 - c. Click on the Navigate app
 - d. Click the tab on the left for Appointments
 - e. Follow the prompts to schedule an advising appointment with your academic advisor.
 - f. VA students must take the Virginia Placement Test (VPT) in order to use VA Education Benefits for Developmental Math and English courses.
5. Determine how Tuition and Fees will be covered
 - a. Out of Pocket – [How to pay](#)
 - b. [Tuition Payment Plan](#)
 - c. [TNCC Financial Aid](#)
 - d. VA Education Benefits cover cost (refer to step 6 for more information)
6. Register for classes
 - a. Can be done online at any computer through MyTNCC (SIS) or Navigate
 - Video Tutorial for Enrolling through Navigate: [Advising/Resources](#)
 - Tutorial for enrolling through SIS (student information system): [How to register for Classes](#)
7. Fill out Certification Request for VA Education Benefits and Veteran Services Policies & Student Responsibilities
 - a. Located online at <https://tncc.edu/military/veterans> under Forms for Veteran Services
 - b. The Certification Request will be submitted immediately upon completion of the survey
 - c. The Policies & Responsibilities form can be submitted to va@tncc.edu
 - d. **The Certification Request is required each semester a student wishes to utilize VA Education Benefits**