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