VIRGINIA PENINSULA
COMMUNITY COLLEGE

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/
   a. Print the confirmation page

2. Apply to the College online at vpcc.edu/new student

3. Submit the following documents to admissions@vpcc.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 MyVPCC at vpcc.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) 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
   a. Out of Pocket – How to pay
   b. Tuition Payment Plan
   c. VPCC Financial Aid
   d. VA Education Benefits covers tuition and fee charges for CH31 & CH33

6. Register for classes
   a. 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

7. Fill out Certification Request for VA Education Benefits and Veteran Services Policies & Student Responsibilities
   a. Located online at https://www.vpcc.edu/military and veteran services under Forms for Veteran Services Certification request form – **THIS MUST BE COMPLETED EACH SEMESTER USING BENEFITS**
   b. The Certification Request will be submitted immediately upon completion of the survey
   c. The Policies & Responsibilities form can be submitted to mvs@vpcc.edu