

Steps for Students Using VA Benefits: Online Version

1. Apply for your VA Benefit at www.va.gov
 - a. Click on education and either:
 1. Apply for education benefits, print the confirmation the application was completed to pdf
 2. Or change your current education benefits form (if you have used somewhere else)
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. Situate domicile issues (copy of orders placing you in VA, utility bill with your address)
 - b. Determine Placement Testing obligations [Alternative placement testing](#)
 - c. Military Transcripts – order your JST- [Official Joint Services Transcripts](#) or CCAF -[CCAF transcripts](#)
 - d. Request that your official transcripts and JST be evaluated using this form
[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.
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 7 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. Save form to your desktop, fill it out, save it with your name and term and submit both to va@tncc.edu
 - c. The Certification Request is required to be submitted each semester a student enrolls in courses and wishes to utilize VA Education Benefits.