

VIRGINIA PENINSULA COMMUNITY COLLEGE

Steps for Students Using VA Benefits:

These steps can also be found online at [https://www.vpcc.edu/military and veteran services](https://www.vpcc.edu/military_and_veteran_services)

1. Apply for your VA Benefit at <https://www.va.gov/education/how-to-apply/>
 - a. Print the confirmation the application was completed to pdf
2. Apply to the college
 - a. complete the online application 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 [MyVPCC \(SIS\)](#) or [Navigate](#) (click on hyperlink for tutorial)
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](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