

## Application for Admission Help

To begin the online application process you must create a **temporary login ID and password**.

A temporary online Web application login ID and password will enable you to enter information, and save and update your application until it is submitted or for a period of 30 days.

### How do I create my temporary online Web application login?

1. Go to the [VCCS Online Application for Admission](#).
2. Click **New Users**, complete the information requested and click **submit**.
3. If you are returning to the Application for Admission after having saved it (but not made your final submission to the college) - Click on **Returning User** and enter your temporary login ID and password. Click **Review** to return to your application in progress.
4. Once you have submitted your final application for admission, you will not be able to make any changes. If corrections are necessary to information you provided, you must contact the Admissions Office.

**Note:** If you receive an error using the online application, please update your browser or use Internet Explorer.

A screenshot of a web browser window showing the 'Create New Account' page for Virginia's Community Colleges. The page has a header with the college logo and navigation links. The main content area is titled 'Create New Account' and contains a form with the following fields: 'First Name' (with 'John' entered), 'Last Name' (with 'Student' entered), 'Email Address' (with 'johnd@outlook.com' entered), 'User Name' (with 'jstudent' entered), and 'Password' (with '\*\*\*\*\*' entered). A 'Submit' button is located at the bottom of the form. The browser's address bar shows the URL 'http://www.vccs.edu/admission/apply'. The Windows taskbar at the bottom shows several open applications, including 'Internet Explorer', 'Create New Account', 'Documents', 'Microsoft', and 'Online Web Application'.

### How do I fill out the application?

- Collect all applicable documents, including social security card, immigration documents, tax returns, military papers, driver's license, and voter registration before beginning.
- Providing your social security number is highly recommended. If not given, access to many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.
- Carefully read each question. Click ? for the directions for filling in text boxes.
- Complete each section.
- Use the left side-bar menu to view the status of each step. A green highlighted number indicates you completed that section.
- Clicking a **SAVE & Continue** button will save the information in the section.
- You will not be able to save a section that contains errors. Correct all errors before attempting to move to a new section.

## Step 1: Personal Information

The screenshot shows the 'Step 1 - Personal Information' page of the Virginia's Community Colleges Online Admissions Application. The page features the Virginia's Community Colleges logo and navigation links. A progress indicator on the left shows three steps: 1. Personal Information (selected), 2. Address Information, and 3. More Personal Information. The main content area includes a 'Name' section with a dropdown for 'Prefix', text boxes for 'First', 'Middle (Full)', and 'Last', and a dropdown for 'Suffix'. Below this is a 'Social Security Number' section with a warning about accuracy, radio buttons for 'My SSN is' and 'I do not wish to provide my SSN at this time', and three text boxes for the SSN digits.

### a. Name

- Enter your current, **complete** legal name. Use the same format for your name when applying to multiple colleges.

### b. Former Name

- Enter name you used in the past.

### c. Career

- Select the **CREDIT** career when planning to enroll in classes for which you will receive college credit. Select the **CEU** career (Continuing Education/Workforce Development) when planning to enroll in classes identified as Noncredit or Continuing Education/Workforce Development for which you will be earning continuing education units or no college credit.

The screenshot shows the 'What campus will you attend?' section of the Virginia's Community Colleges Online Admissions Application. It features a list of radio buttons for campus selection: Alexandria, Annandale, Loudoun, Manassas, Medical Education Campus, and Woodbridge. Below this is a 'What term do you plan to begin classes?' section with a dropdown menu and the instruction '(Please select a campus)'. The final section is 'Have you previously attended, applied for admission to, or been employed by any Virginia community college?' with radio buttons for 'Yes' (with a text box for 'Enter Student ID/Employee number if known') and 'No'. A 'Save & Continue' button is located at the bottom.

d. Term

- Select the term that you would like to enroll in classes.

**Step 2: Address Information**

Online Admissions Application - Address Information - Windows Internet Explorer

2 Address Information

3 Name Personal Information

4 Educational History

5 Educational Level

6 In-State Tuition

Number: (703) 223-4567

**Mailing Address**

Street: 1111 Dwell Ct

City: Fairfax

State: Virginia

Zip/Postal: 22031

Country: United States

**Current Residence**

Current Virginia Residence: [dropdown menu]

**Have you lived in Virginia for the last twelve months?**

Yes

No

**Email Address**

a. Mailing Address

- Enter the street number and name on the first line. Enter an apartment number on the second line. Do not add both street address and PO Box information.

Online Admissions Application - Address Information - Windows Internet Explorer

Have you lived in Virginia for the last twelve months?

Yes

No

**Email Address**

Email: [text field]

**Emergency Contact Information**

First Name: [text field]

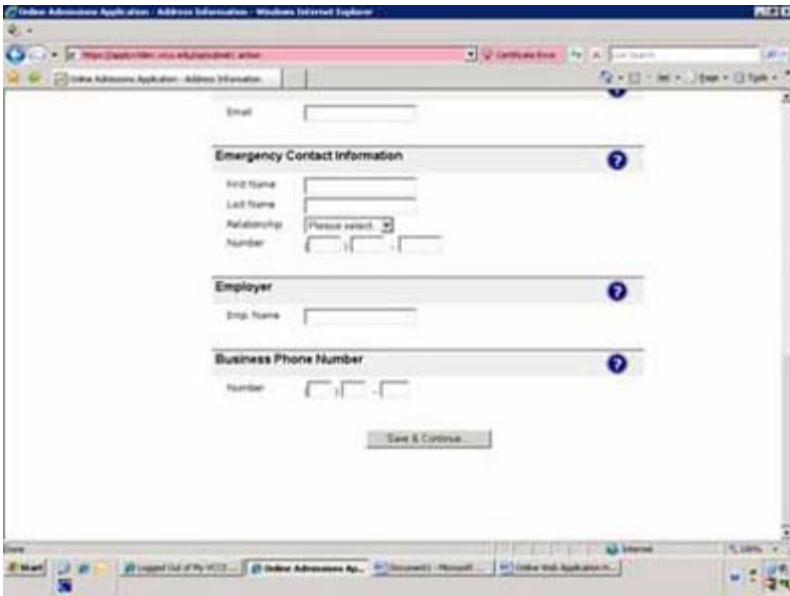
Last Name: [text field]

Relationship: Please select

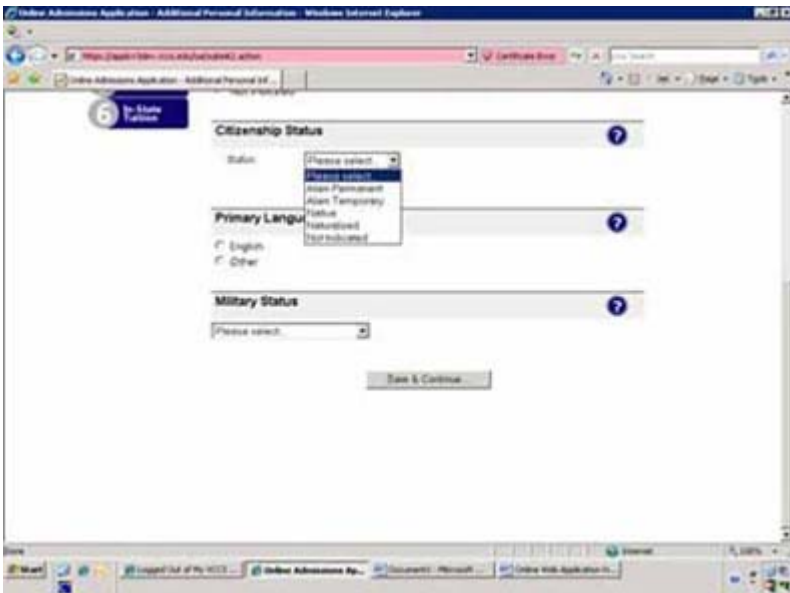
Number: [text field]

**Employer**

Emp. Name: [text field]



### Step 3: Additional Personal Information



#### a. Ethnicity

- Select an ethnic group from the drop down.

#### b. Gender

- Select your gender (Male, Female).

#### c. Citizenship

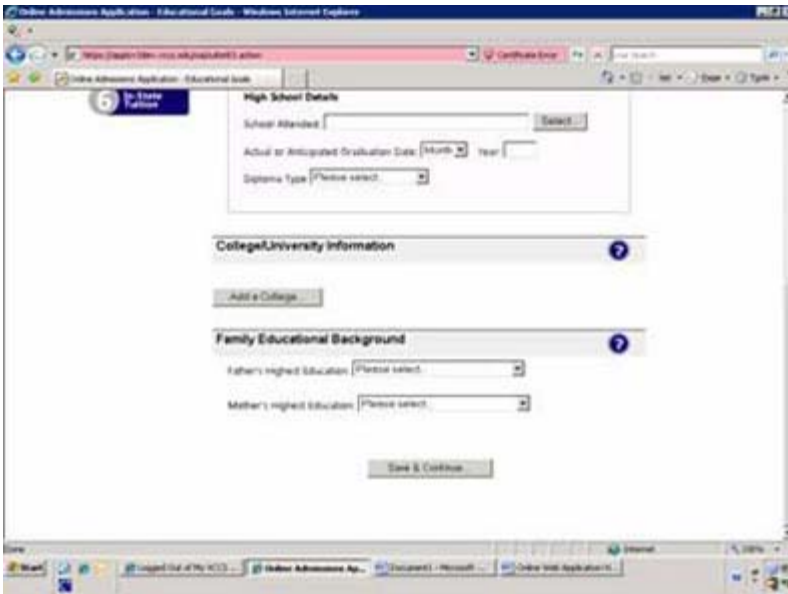
- Select a U.S. Citizenship status.

### Step 4 - Educational History

#### a. High School Information

- Click on **Edit High School**.
- Select the appropriate high school level.
- If you attended or are attending a high school in the U.S. - Click **Select** to enter school name or search for your high school by name or state. If your high school is not listed, check the box that indicates "My high school does not appear in the list above".
- Enter your graduation date or anticipated graduation date (MM/YYYY) even if your high school did not appear in the list. If you do not know the diploma type you earned, select **Standard**.
- If you are a home schooled student - You will select either Virginia or Out-of-State and enter your graduation date or anticipated graduation date.
- If you earned a GED - You will select either Virginia or Out-of-State and enter the date you received your GED - Award Date with Month and Year.
- If you attended a high school outside of the United States - Select **Foreign High School** and enter your graduation date or anticipated graduation date.

Note: Department of Defense (DODDS) schools outside the U.S. are considered foreign high schools for purposes of this application.



#### b. Add a College

- If you attended any college - Click **Add a College** to enter college data. A search box will be provided for you to find your college by state and name. Click **Add College** and review the information. You can edit or delete your entry. You may add up to 5 colleges attended by clicking **Add a College**.
- If you attended a college in a foreign country. Click on the Search Box and check the box for "I attended college outside the U.S." Enter your attendance dates and degrees earned.
- If you did not attend any college - Skip to Family Educational Background.

#### c. Family Educational Background

- You must select an option from the drop down box. This information is collected for statistical purposes only and has no bearing on your admission process.

### Step 5: Educational Goals



a. What is your current goal?

- If you want to pursue a degree, certificate or diploma - Select a plan from the drop down box. If you are currently in high school or home school, you may not select a plan to pursue a degree at this time. Select the option "I do not plan to pursue a degree at this time".
- If you do not intend to pursue a degree, certificate or diploma - Select a reason for taking classes. If you are currently in high school or home school, you must select one of these options for dual enrollment: 041, 042, 043 or 04A.

b. Types of Degrees and Certificates: See the College Catalog or contact a Counselor for details

- AA = Associate in Arts Degree
- AAA = Associate in Applied Arts Degree
- AAS = Associate in Applied Science Degree
- AS = Associate in Science Degree
- CERT = Certificate
- CSC = Career Studies Certificate

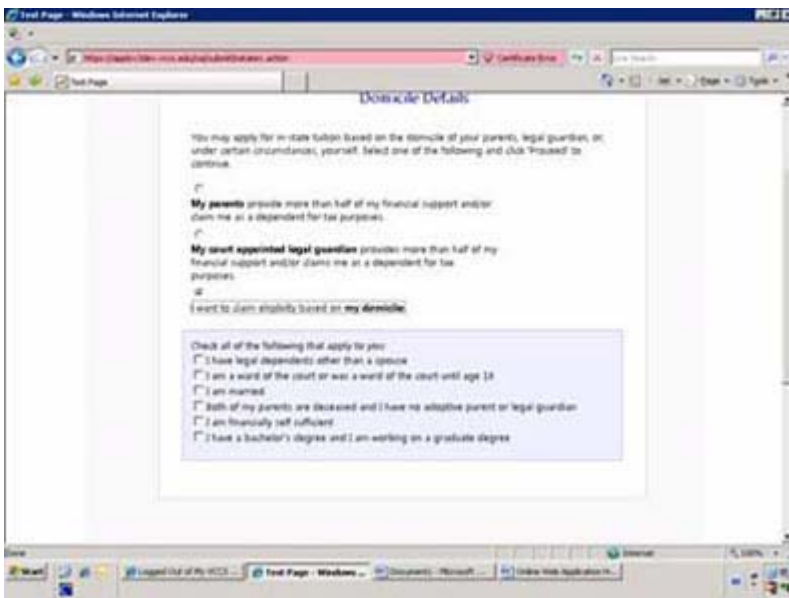
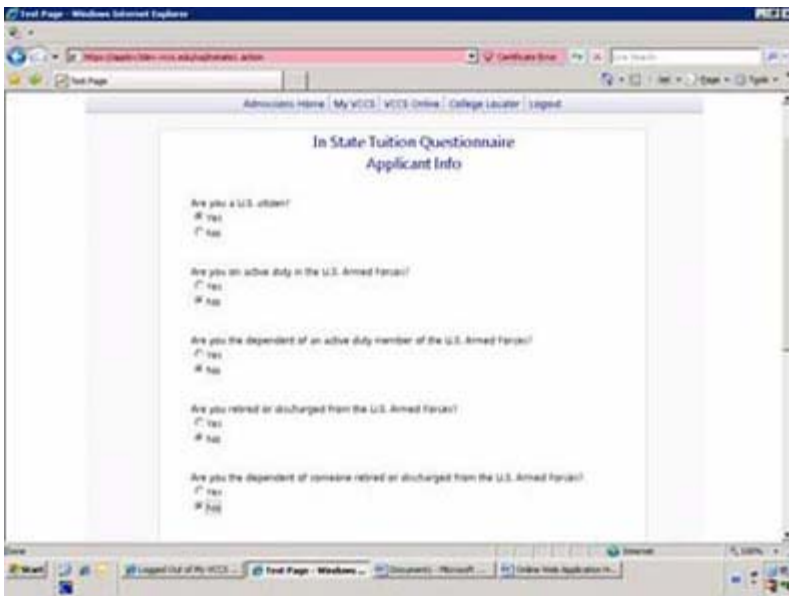
### Step 6: In-State Tuition

The screenshot shows the Virginia's Community Colleges website. At the top, there is a navigation bar with links for Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. Below this, the page title is "Step 6 - In-State Tuition". A message states: "All Virginia residents and non-residents must complete the In-State Tuition Questionnaire." To the left is a vertical navigation menu with six items: 1 Personal Information, 2 Address Information, 3 More Personal Information, 4 Educational History, 5 Educational Goals, 6 In-State Tuition (highlighted in green), and a Submit Application button with a right arrow. To the right of the menu, there is a large "Apply" button and the text "Complete the In-State Tuition Questionnaire".

a. Apply

- This takes you to the domicile questionnaire which will determine if you qualify for in-state or out-of-state tuition. All Virginia residents and non-residents must complete the In-State Tuition Questionnaire.

In-State Tuition Questionnaire (sample) - Answer all questions that are presented to you.



b. When you complete the questionnaire, you will receive a summary of the questions and the answers you provided.

c. Confirm your answers and then select one of the following options:  
Continue your application, Restart the questionnaire or Discard your questionnaire.



d. Select "Continue your application" to proceed to the final submission process.



e. Select **Submit Application** - This submission process will take a few minutes. Do not click **Submit Application** more than once. When the process is complete, you will receive confirmation that your application has been submitted successfully with the college and term information. Click **Continue** on each page for the following information:

- Your Official Student Information SIS ID
- Your Username and Password
- Your Tuition Information - In-State or Out-of-State Classification
- Special Notices - Additional documentation or information that may be required to complete your admission process.
- Academic Information - Your assigned plan of study. If you selected a plan of study that requires special admission such as those in Allied Health and Nursing, you will be assigned to General Studies.
- Application Summary - Print the application summary page so you have a record of all information associated with your application process.

## How do I apply for credit classes and noncredit classes at the same college?

1. A new application must be completed for each "Career". PVCC has two "careers" - Credit and CEU (Noncredit).
2. You can use your temporary login ID and password within 30 days and select **Returning User** and **APPLY** rather than **Review**.
3. Prior application means you already have a student ID. Use the existing student (EMPLID) SIS ID when applying for another "Career".
4. Information you entered such as name and address will default from your initial application. Select the career for the "new" application - Credit or CEU.
5. Providing your social security number is highly recommended. If not given, access to many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.

## How do I apply to more than one community college?

1. A new application must be completed for each college you plan to attend. However, you can use your temporary login ID and password within 30 days and select **Returning User** and **APPLY** rather than **Review**.
2. Prior application to or attendance at any Virginia Community College means you already have a student ID. Use the existing student (EMPLID) ID when applying to another college.
3. If you have more than one student ID and are unsure which one to use, contact the college you plan to attend. Your current or former name must be entered exactly as it was used on previous applications.
4. Providing your social security number is highly recommended. If not given, access to many college services will be limited, and tax reporting information will not be available. The social security number is required when applying for financial aid.

## What to do if you are unable to submit an application online or if you have received any error message when trying to apply with the on-line application.

1. If you receive an error using the online application, please update your browser or use Internet Explorer.
2. Submit a hard copy of the [application for admission](#) to any campus Student Services Center for processing.
3. Contact the Student Services Center on any campus for assistance.

Your next step after applying as a new student is to [Attend a "Getting Started" Workshop](#) or make an appointment with an Academic Advisor.

Still need help with the application? Call the Welcome Center at 434.961.6551.