

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 Users** 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 & Advising Center](#).

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 contains a form with fields for First Name, Last Name, Email Address, User Name, and Password. A 'Submit' button is at the bottom of the form. The browser's address bar shows the URL 'http://www.vccs.edu/applynewuser.aspx'.

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 is displayed in a Windows Internet Explorer browser window. The header includes the Virginia's Community Colleges logo and navigation links: 'Admissions Home', 'My VCCS', 'VCCS Online', 'College Locator', and 'Logout'. The main content area is titled 'Step 1 - Personal Information' and contains three numbered steps: 1. Personal Information (active), 2. Address Information, and 3. More Personal Information. The 'Name' section includes a text input field for the full name, a dropdown for 'Prefix', and separate input fields for 'First', 'Middle (Full)', and 'Last'. A dropdown for 'Suffix' is also present. The 'Social Security Number' section includes a note about the requirement to provide a SSN, a radio button for 'My SSN is', and input fields for the SSN digits. A radio button for 'I do not wish to provide my SSN at this time' is also available.

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 **CNED** 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. The page is displayed in a Windows Internet Explorer browser window. The section is titled 'What campus will you attend?' and includes a list of radio buttons for the following campuses: Alexandria, Annandale, Loudoun, Manassas, Medical Education Campus, and Woodbridge. Below this section is another section titled 'What term do you plan to begin classes?' with a note '(Please select a campus)'. The final section is titled 'Have you previously attended, applied for admission to, or been employed by any Virginia community college?' and includes radio buttons for 'Yes' (with a text input field for 'Enter Student ID/empID number if known') and 'No'. A 'Save & Continue' button is located at the bottom of the page.

d. Term

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

Online Admissions Application - Address Information - Windows Internet Explorer

Emergency Contact Information

First Name:

Last Name:

Relationship:

Number: -

Employer

Emp. Name:

Business Phone Number

Number: -

Save & Continue

Step 3: Additional Personal Information

Online Admissions Application - Additional Personal Information - Windows Internet Explorer

Step 3 - Additional Personal Information

- Personal Information
- Address Information
- More Personal Information
- Educational History
- Educational Levels
- In State Status

Ethnicity

White

Gender

Female
 Male
 Not Indicated

Citizenship Status

Status:

Primary Language

English
 Other

Online Admissions Application - Additional Personal Information - Windows Internet Explorer

5 In State Status

Citizenship Status

Status:

Primary Language

English
 Other

Military Status

Save & Continue

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 U.S. - Select **Foreign High School** and enter your graduation date or anticipated graduation date.

Note: Department of Defense Dependents Schools (DoDDS) 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 a 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

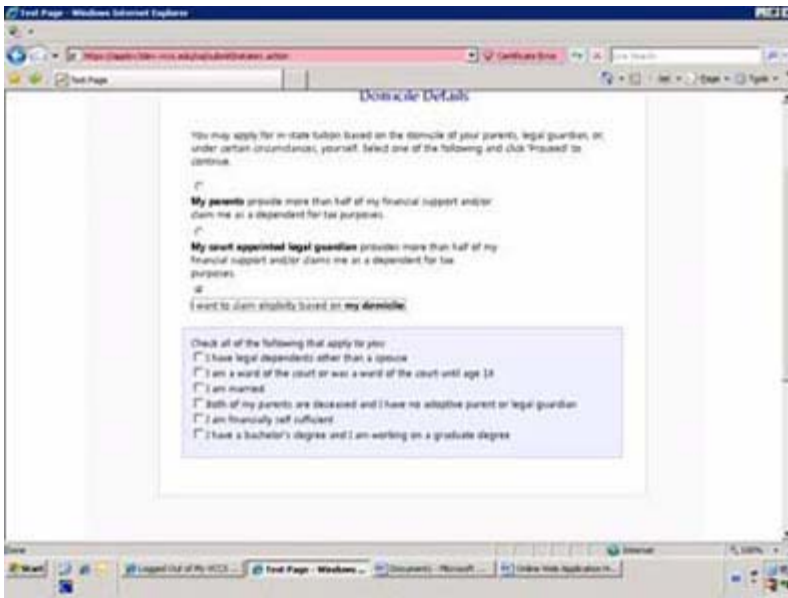
The screenshot shows the Virginia's Community Colleges website. At the top, there is a navigation bar with links for Admissions Home, VCCS Web Site, VCCS Online, Help, and Logout. Below this is a header for "Step 6 - In-State Tuition". A sidebar on the left contains a vertical list of numbered steps: 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 final step with a right arrow labeled "Submit Application". The main content area features the heading "Apply" and the instruction "Complete the In-State Tuition Questionnaire". Above this heading, it states "All Virginia residents and non-residents must 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.

The screenshot displays a web browser window showing the "In State Tuition Questionnaire" under the "Applicant Info" section. The form contains five questions, each with radio button options for "Yes", "No", and "App". The questions are: "Are you a U.S. citizen?", "Are you on active duty in the U.S. Armed Forces?", "Are you the dependent of an active duty member of the U.S. Armed Forces?", "Are you retired or discharged from the U.S. Armed Forces?", and "Are you the dependent of someone retired or discharged from the U.S. Armed Forces?". The "App" option is selected for all five questions. The browser's address bar shows the URL "http://www.vccs.edu/admissions/apply".



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 CNED (Noncredit).
2. You can use your temporary login ID and password within 30 days and select **Returning Users** and **APPLY** rather than **Review**.
3. Prior application means you already have a student ID. Use the existing student ID (EmplID) 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 CNED.
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 Users** 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 ID (EmplID) 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 online 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 PVCC's Admissions & Advising Center for processing.
3. Contact the [Admissions & Advising Center](#) for assistance.

Still need help with the application? Call the Admissions & Advising Center at 434.961.6551.