

1. Go to <http://apply.vccs.edu>.



2. If you are using the online application for the first time or it has been more than 30 days since you accessed the online application, you will need to create a temporary login ID. Click **New User**, 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**. To review or complete an existing application, click **Review**. To complete a new application, click **Apply**.
4. Collect all applicable documents prior to begin the Admission Application Process:
 - o Driver's license
 - o Social Security card
 - o Immigration documents
 - o Military paper
 - o Voter registration card
5. To begin the application, click **Apply Now** on the **Apply for Admission** page. If you submitted an application or attended any other Virginia Community College that means you already have a Student Identification number which is known as Student ID, please use your existing Student ID.
 - o Carefully read and complete each section of the application, click '?' for the directions for filling in text boxes.
 - o You are not required to provide your Social Security number, but it is highly recommended. If not provided, your access to many of the college services will be limited and tax reporting information will not be available. Your Social Security number is required when applying for Financial Aid.
 - o Left side-bar menu may be used to view the status of each section of the application. A green highlighted number indicates you have completed that section.

Step 1: Personal Information

Step 1 - Personal Information

- 1** Personal Information
- 2** Address Information
- 3** More Personal Information
- > Submit Application

Name ?

Enter official name using upper and lower case letters.

Prefix

First

Middle (Full)

Last

Suffix

Social Security Number ?


My SSN is - -
(re-enter) - -

I do not wish to provide my SSN at this time.

a. **Name** - Enter your current, complete legal name using uppercase and lowercase letters. If you reapply and your name has changed, you will not be able to enter the new name. Enter your previous name and then contact Student Services Center to change it after your application has been submitted.

b. **Former Name** - Enter the name you used in the past.

c. **Social Security Number** - You are not required to provide your Social Security number, but it is highly recommended. If not given, access to many services will be limited, tax reporting information will not be available and it is required for Financial Aid.

Former Name (If Applicable) 

First

Middle (Full)


Last

Date of Birth

Date Year:

Which college do you plan to attend?

College

In what type of classes will you be enrolling? 

What campus will you attend?

What term do you plan to begin classes?

Have you previously attended, applied for admission to, or been employed by any Virginia community college?

Yes - Enter Student ID (EmpID) number if known:

No

d. Date of Birth - Select the month and day of your birth. Enter your four digit birth year.

e. Which College do you plan to attend - Select the college you plan to attend (i.e. Northern Virginia Community College for NOVA)

f. In what type of classes will you be enrolling - Select the **CREDIT** career when planning to enroll in classes for which you will receive college credit. Select the **Non Credit** career (Continuing Education/Workforce Development) when planning to enroll in classes identified as Non-Credit or Continuing Education/Workforce Development for which you will be earning continuing education units or no college credit.

g. What campus will you attend - Select a campus (i.e. Alexandria, Annandale, etc.)

h. What term do you plan to begin classes - Select the term that you would like to enroll in classes.

i. Have you previously attended, applied for admission to, or been employed by any Virginia Community College - If you have previously attended, applied for admission, or been employed by a Virginia Community College, you have an existing Student ID.

- j. If you know your Student ID, select **Yes** and enter the number in the field provided.
- k. If you are a new student and have never been associated with any Virginia Community College, select **No**.
- l. Click **Save and Continue**.

Step 2: Address Information

The screenshot shows the 'Step 2 - Address Information' page. At the top is the Virginia's Community Colleges logo and a navigation bar with links: Admissions Home | VCCS Web Site | VCCS Online | Help | Logout. Below the title 'Step 2 - Address Information' is a sidebar with numbered steps: 1 Personal Information, 2 Address Information (highlighted), 3 More Personal Information, 4 Educational History, 5 Educational Goals, 6 In-State Tuition, and > Submit Application. The main form area contains three sections: 'Primary Phone Number' with a 'Number' field (format: ()) -); 'Mailing Address' with fields for Country (dropdown: United States), Street (two lines), City, State (dropdown: Virginia), and Zip/Postal; and 'Current Residence' with a 'Current Residence' dropdown (Please select...). Below these is a question: 'Have you lived in Virginia for the last twelve months?' with radio buttons for 'Yes' and 'No'.

- 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 a street address and PO Box information.
- b. **Current Residence** - Select the city, county, state or country of your current residence.
- c. **Have you lived in Virginia for the last twelve month** - Select **Yes** or **No**. If **No**, select the state or country of your previous residence.
- d. **Email Address** - If you do not have an email address, leave it blank. If you have one, enter it.
- e. **Emergency Contact Information, Employer and Business Phone Number** - It is optional. If desired, enter the correct information.
- f. Click **Save Continue**

Step 3: Additional Personal Information

Step 3 - Additional Personal Information

- 1 Personal Information
- 2 Address Information
- 3 More Personal Information
- 4 Educational History
- 5 Educational Goals
- 6 Domicile Information
- > Submit Application

Ethnicity ?

Providing the information below is voluntary. These questions comply with the U.S. Department of Education's new standards for ethnic and racial data collection.

Are you Hispanic or Latino?

Yes

No

What is your race? Select any that apply.

American Indian/Alaska Native

Asian

Black/African American

Native Hawaiian/Other Pacific Islander

White

Gender ?

Female

Male

Not Indicated

U.S. Citizenship Status ?

What is your citizenship status?

Native (U.S. citizen at birth)

Naturalized (became U.S. citizen after birth)

Alien permanent

Alien temporary

Not living in the U.S.

Not indicated

Primary Language ?

English

Other

U.S. Military Status ?

Have you served in the U.S. Military?

Not Indicated

I have never served in the U.S. Military

My spouse has served in the U.S. Military

I am the dependent of someone who has served in the U.S. Military

I have served in the U.S. Military

Save & Continue

For **Ethnicity, Gender, Citizenship, Primary Language and Military Status**, select the appropriate values. **Non-U.S. Citizens** must provide immigration documentation to Student Services Center regarding their status.

Step 4: Educational History

Step 4 - Educational History

1 Personal Information

2 Address Information

3 More Personal Information

4 Educational History

5 Educational Goals

6 In-State Tuition

> Submit Application

High School Information ?

Edit High School...

College/University Information ?

Add a College...

Family Educational Background ?

Father's Highest Education: Please select.

Mother's Highest Education: Please select.

Save & Continue

High School Information - Click **Edit High School** and select the appropriate high school level.

- If you attended or are attending a high school in the U.S., click **Select** to search for your high school by name and 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 not know the diploma type you earned, select '**Standard**'.
- If you are a homeschooled student, select either **Virginia or Out-of-State** and enter your graduation date or anticipated graduation date (MM/YYYY)
- If you earned a GED 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 or anticipated graduation date.

Note: Department of Defense overseas high schools can be selected from the state drop down under High School Lookup Armed Forces.

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 five 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.

Step 5: Educational Goals

Step 5 - Educational Goals

1 Personal Information
2 Address Information
3 More Personal Information
4 Educational History
5 Educational Goals
6 In-State Tuition
> Submit Application

Educational Goals: ?

What is your current goal?

I plan to pursue a degree, certificate or diploma from my community college.

I do NOT plan to pursue a degree at this time.

Save & Continue

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 being homeschooled, you must select one of these options for dual enrollment: 041 (high school & college credit), 042 (college credit only OR homeschool), 043 (both dual credit and college credit) or 04A (adult alternative high schools for students over the age of 21).

b. Type 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

C. Click **Save and Continue**.

Step 6: In-State Tuition

Step 6 - In-State Tuition

All Virginia residents and non-residents must complete the In-State Tuition Questionnaire.

Apply
Complete the In-State Tuition Questionnaire

1 Personal Information
2 Address Information
3 More Personal Information
4 Educational History
5 Educational Goals
6 In-State Tuition
> Submit Application

Apply - This takes you to the Domicile Determination Questionnaire which will determine if you qualify for in-state or out-of-state tuition. All Virginia residents and non-residents must complete the Domicile Determination Questionnaire.

Domicile Determination Questionnaire

The screenshot shows the 'Domicile Determination Questionnaire Applicant Info' page. At the top, there is a navigation bar with links for 'Admissions Home', 'VCCS Web Site', 'VCCS Online', 'Help', and 'Logout'. Below the navigation bar, the page title is 'Domicile Determination Questionnaire Applicant Info'. The main content area contains a question: 'Are you a U.S. citizen?' with radio buttons for 'Yes' and 'No'. Below this, there is a section titled 'Select one of the following:' with four radio button options: 'Have never served in the U.S. military', 'Active duty member of the U.S. military', 'Received a discharge from the U.S. military', and 'Retired from the U.S. military'. A blue arrow points to the first option. At the bottom of the form, there is a 'Cancel' button.


- Read each item carefully and select the appropriate answer.
- When you have completed the questionnaire, click **Save**.
- **You will receive a summary of the questions and you answers.**
- Confirm your answers and select one of the following options: **Continue** (proceed to the final submission) or **Restart**.

Step 7: Submit Your Application

The screenshot shows the 'Submit Application' page. At the top, there is a navigation bar with links for 'Admissions Home', 'VCCS Web Site', 'VCCS Online', 'Help', and 'Logout'. Below the navigation bar, the page title is 'Submit Application'. On the left side, there is a vertical navigation menu with seven items: '1 Personal Information', '2 Address Information', '3 More Personal Information', '4 Educational History', '5 Educational Links', '6 In-State tuition', and '> Submit Application'. The 'Submit Application' item is highlighted with a green background. The main content area contains the text: 'Your application for admission is complete and ready to submit. If you would like to review it or make changes, use the links provided in the navigation bar on the left side of this screen.' Below this text, there is a 'Submit Application' button.

Click Submit Application

- The submission process will take a few minutes. **DO NOT Click Submit Application more than one time.**

- 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 ID / SIS
- Your Username and Password
- Your Tuition Information - In-state or Out-of-State classification
- Special Notices - Additional documentation for information that you 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 Non-Credit Classes at the same college?

- A new application must be completed for each 'Career'. NOVA has two 'Careers' - Credit and Non Credit.
- You can use your temporary login ID and password within 30 days and select 'Returning User' and 'APPLY' rather than 'Review'.
- Prior application means you already have a Student ID. Use your existing Student ID / SIS when applying for another 'Career'.
- Information you entered such as name and address will default from your initial application. Select the career for the 'new' application - Credit or CEU.
- 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. Your Social Security number is required when applying for financial aid.

How do I apply to more than one community college?

- 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'.
- Prior application to or attendance at any Virginia Community College means you already have a Student ID. Use your existing Student ID / SIS when applying to another college.
- 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.
- 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. 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 using the online application?

- If you receive a scripting error using the online application, please update your browser or use Internet Explorer.
- Submit a hard copy of the application for admission to any campus Student Services Center for processing. Go to the NOVA home page for the link to print the paper application.
- Contact the Student Services Center on any NOVA campus for assistance.

Your next step after applying as a new student is to attend a New Student Orientation (NSO). At NSO you will be advised, register for classes and obtain other important information such as available student resources, your Student ID and parking permit.