

VCCS Application Tutorial

How to Complete the VCCS Online Application

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Completing Your Application

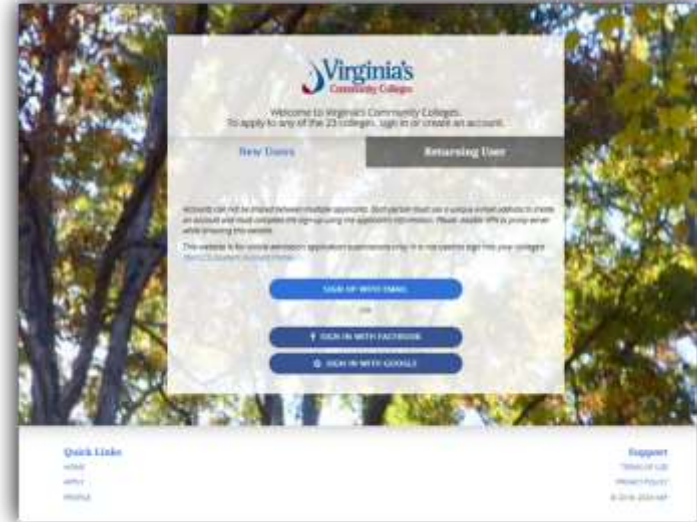
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Create a VCCS Application Manager Account

Before applying to any VCCS college, go to www.apply.vccs.edu and sign up for an Application Manager account with:

- Email
- Your Facebook account
- Your Google Account

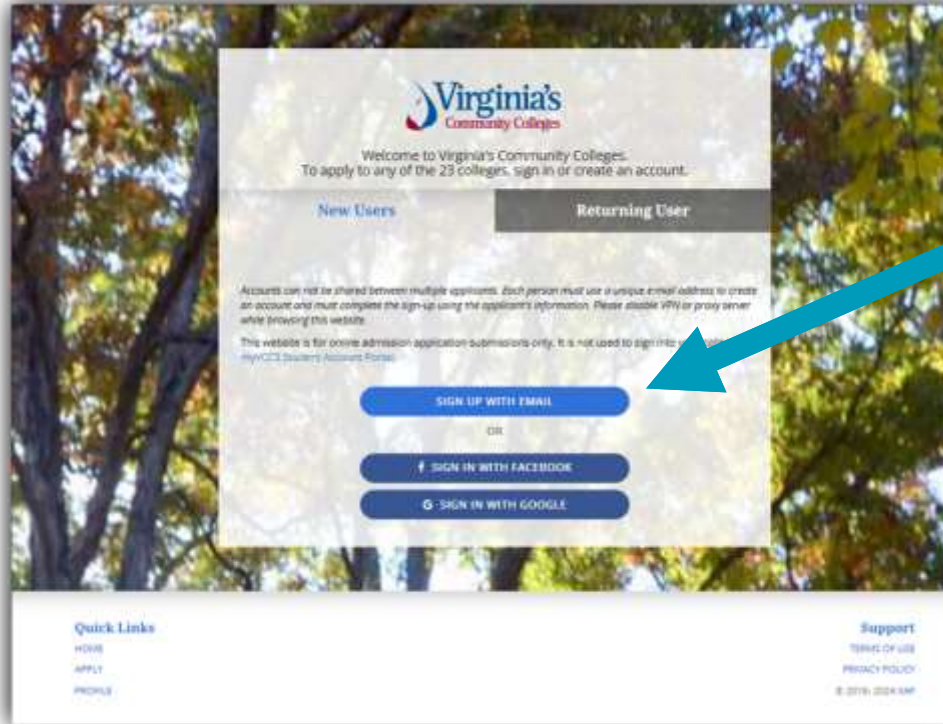
This will allow you to apply at any of the 23 VCCS Colleges.



Remember! Signing up for an Application Manager Account is not an application to a VCCS college. You will apply to a college after signing in to the Application Manager.

Remember! MyVCCS (for current students) is a separate portal with different sign in credentials.

Sign up with Email



To sign up for an account with email, click **Sign Up With Email**.

Note: Email accounts cannot be shared. Each applicant must use a unique email address.

Sign Up with Email

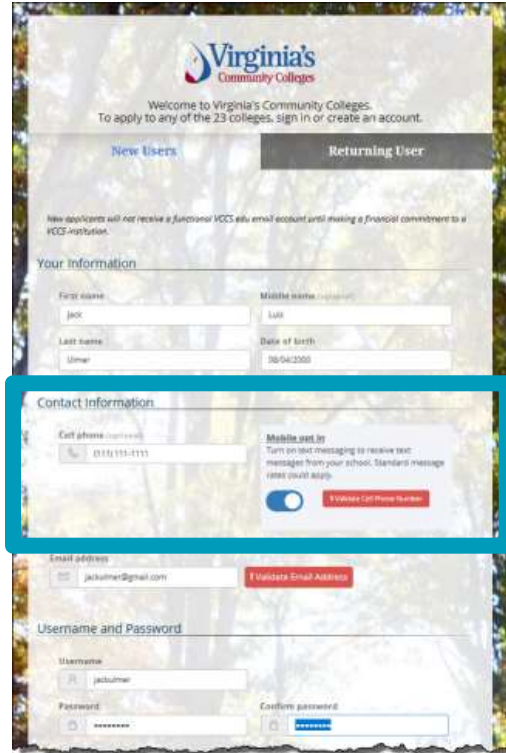
Fill out the form that opens with your information:

- Name
- Enter your date of birth using this format: 03/07/2005 for March 7, 2005.
- Cell phone number (optional).
- Toggle the **Mobile Opt in** button to opt in for text message alerts from VCCS. Then click the **Validate Cell Phone Number** button. A validation code will be sent to your mobile phone.

The screenshot shows the sign-up page for Virginia's Community Colleges. At the top, the logo and a welcome message are displayed. Below this are two buttons: "New Users" and "Returning User". A note states: "New applicants will not receive a functional VCCS.edu email account until making a financial commitment to a VCCS institution." The main form is titled "Your Information" and is highlighted with a blue border. It contains several input fields: "First name" (with "Jack" entered), "Middle name (optional)" (with "Luis" entered), "Last name" (with "Umar" entered), and "Date of birth" (with "03/04/2005" entered). Below these are fields for "Cell phone (optional)" (with "(111) 111-1111" entered) and "Email address" (with "jackumar@gmail.com" entered). To the right of the cell phone field is a "Mobile opt in" section with a toggle switch and a "Validate Cell Phone Number" button. To the right of the email field is a "Validate Email Address" button. At the bottom, there is a "Username and Password" section with fields for "Username" (with "jackumar" entered), "Password", and "Confirm password".

Sign Up with Email

- Toggle the **Mobile Opt in** button to receive text message alerts from VCCS.
- Click **Validate Cell Phone Number**. A validation code will be sent to your mobile phone.



Virginia's Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

New applicants will not receive a functional VCCS.edu email account until making a financial commitment to a VCCS institution.

Your Information

First name: Jack, Last name: Usher, Date of birth: 08/04/2000

Contact Information

Cell phone number: (111) 111-1111, Mobile opt in: Turn on text messaging to receive text messages from your school. Standard message rates could apply. [Toggle switch on], [Validate Cell Phone Number]

Email address: jkusumer@gmail.com, [Validate Email Address]

Username and Password

Username: jkusumer, Password: [Masked], Confirm password: [Masked]

- Enter the validation number sent to your mobile phone in the field provided.
- Next, **Click to verify**.



Mobile opt in

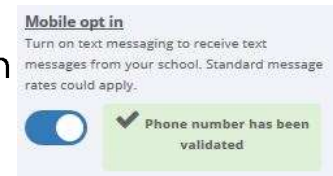
Turn on text messaging to receive text messages from your school. Standard message rates could apply.

A validation code has been sent to (000) 000-0000. Please enter the 6 digit code to continue.

[Text input field]

[Click to verify] [Cancel]

- If you have entered the correct validation number, the validation confirmation will appear.



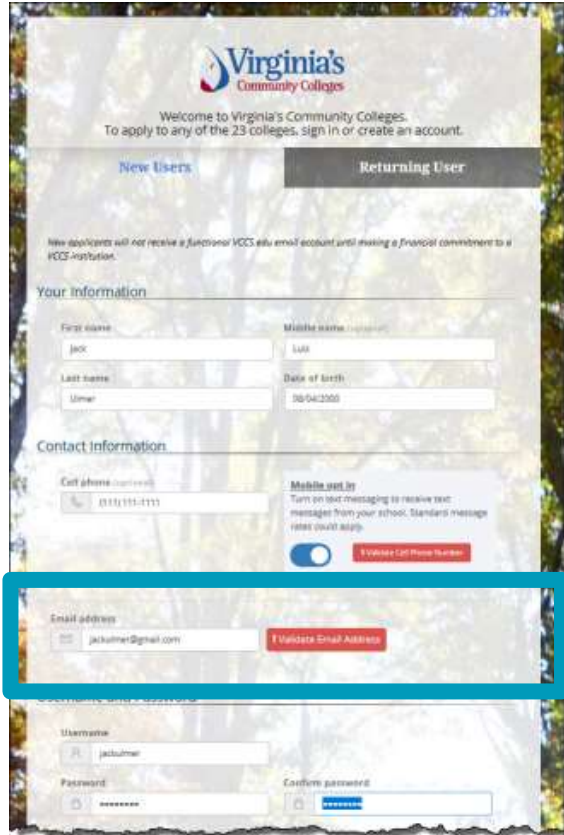
Mobile opt in

Turn on text messaging to receive text messages from your school. Standard message rates could apply.

[Toggle switch on] ✓ Phone number has been validated

Sign Up With Email

- Enter your email.
- Click **Validate Email Address**.



- Check *I'm not a robot* in the pop up that appears.
- Enter the 4-digit validation code that was sent to your email address in the Validation Code field. Click **OK**.

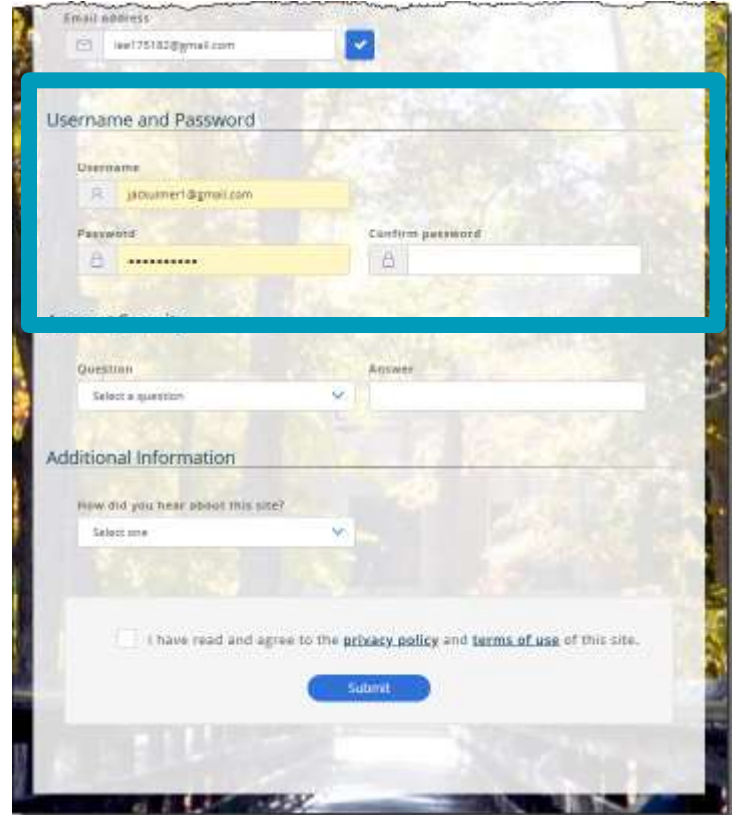


Sample Email Announcement containing the validation code.

Sign Up With Email

- Choose a Username
- Enter a password.
- Re-enter your password in the Confirm password field.

Note: Make a record of your username and password. You will need your username and password to access your account each visit.



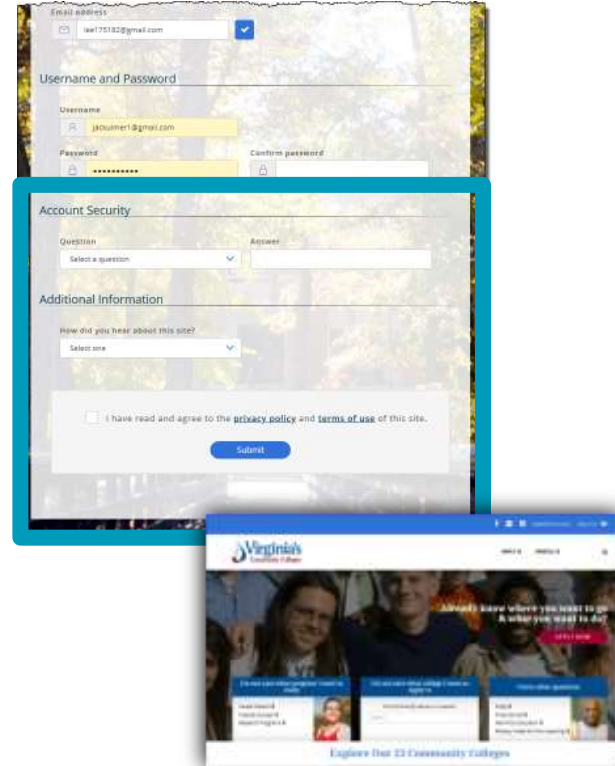
The screenshot shows a web registration form with the following sections:

- Email address:** A text input field containing "luel75182@gmail.com" and a blue checkmark icon.
- Username and Password:** This section is highlighted with a blue border. It contains:
 - Username:** A text input field with a person icon and the value "j3duimer1@gmail.com".
 - Password:** A text input field with a lock icon and masked characters "*****".
 - Confirm password:** A text input field with a lock icon.
- Question:** A dropdown menu with the text "Select a question".
- Answer:** A text input field.
- Additional Information:** A section with a dropdown menu labeled "How did you hear about this site?" and the text "Select one".
- Agreement:** A checkbox followed by the text "I have read and agree to the [privacy policy](#) and [terms of use](#) of this site."
- Submit:** A blue button.

Sign Up With Email

- In the Account Security section, use the dropdown to select a question.
- Type an answer in the Answer field.
- Click the dropdown in the **How did you hear about this site?** field and select your response.
- Check the box when you have read and agreed to the privacy policy and terms of use.
- Click the **Submit** button to create your account.

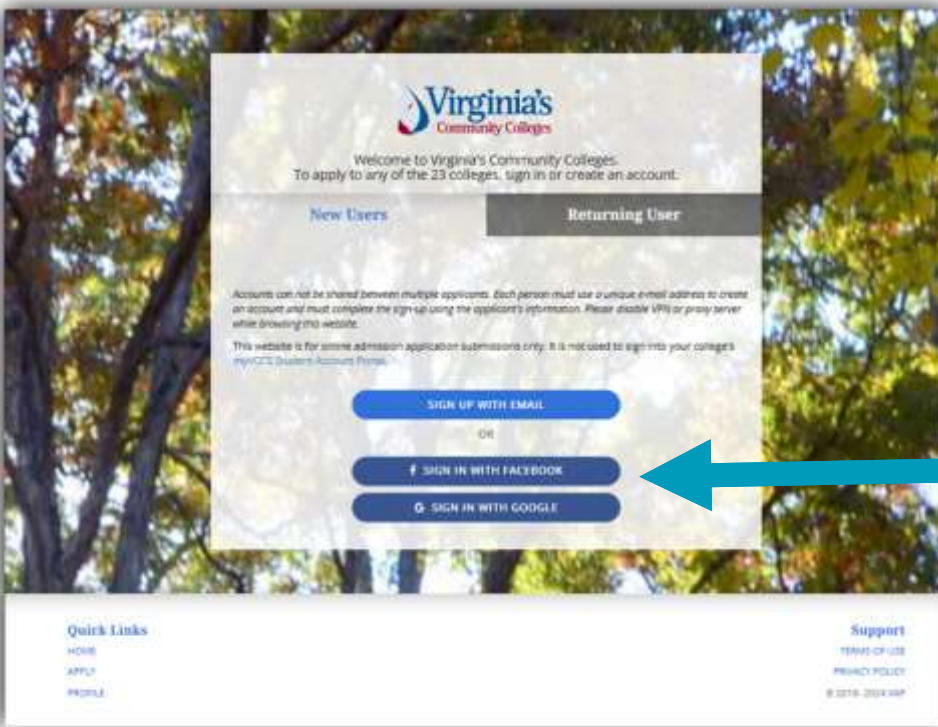
The **Application Manager** will open allowing you to apply to any VCCS College.



The top screenshot displays the 'Account Security' section of the sign-up process. It includes a 'Email address' field with 'jaskouter1@gmail.com', a 'Username and Password' section with 'jaskouter1@gmail.com' as the username and a masked password, and an 'Account Security' section with a 'Question' dropdown, an 'Answer' field, and a 'How did you hear about this site?' dropdown. Below these is a checkbox for 'I have read and agree to the privacy policy and terms of use of this site.' and a 'Submit' button.

The bottom screenshot shows the 'Application Manager' page. It features a header with the 'Virginia Community College System' logo and navigation links. The main content area has a grid of college options, including 'Fayetteville Community College', 'Floyd County Community College', and 'Floyd County Community College'. A banner at the bottom reads 'Explore Our 23 Community Colleges'.

Sign Up with Facebook



The screenshot shows the login and sign-up interface for Virginia's Community Colleges. At the top is the logo and a welcome message. Below are tabs for 'New Users' and 'Returning User'. A paragraph of terms and conditions follows. Three buttons are visible: 'SIGN UP WITH EMAIL', 'SIGN IN WITH FACEBOOK', and 'SIGN IN WITH GOOGLE'. A large blue arrow points to the Facebook button. The footer contains 'Quick Links' (HOME, APPLY, PROFILE) and 'Support' (TERMS OF USE, PRIVACY POLICY, © 2016-2024 XAP).

Virginia's
Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

Accounts can not be shared between multiple applicants. Each person must use a unique e-mail address to create an account and must complete the sign-up using the applicant's information. Please disable VPNs or proxy server while browsing this website.

This website is for online admission application submissions only. It is not used to sign into your college's myVCCS Student Account Portal.

SIGN UP WITH EMAIL

OR

SIGN IN WITH FACEBOOK

SIGN IN WITH GOOGLE

Quick Links
HOME
APPLY
PROFILE

Support
TERMS OF USE
PRIVACY POLICY
© 2016-2024 XAP

To sign up with Facebook, click **Continue With Facebook.**

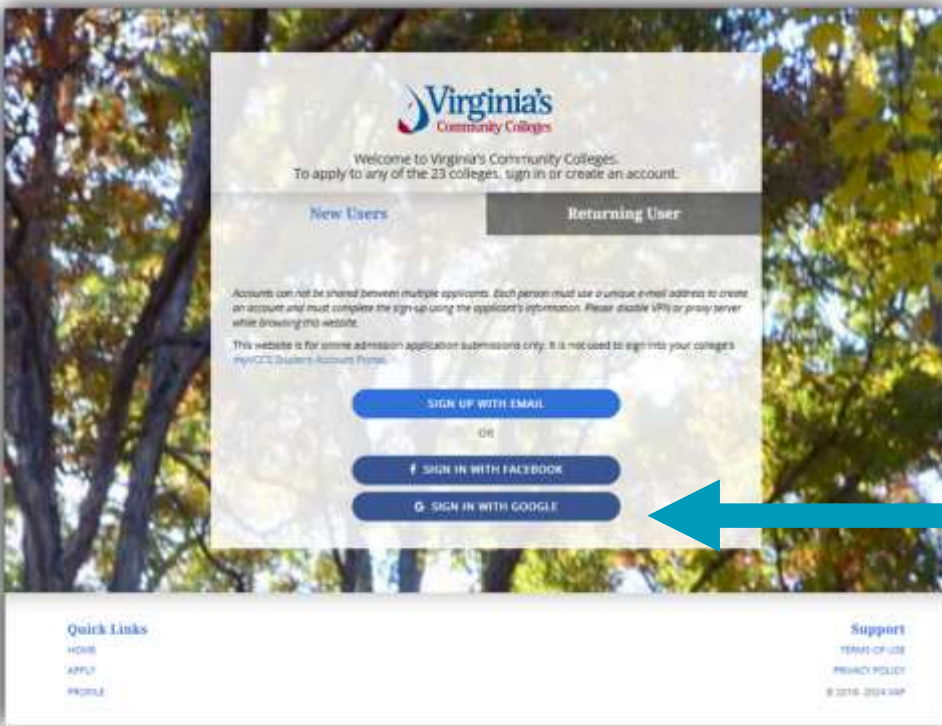
Sign Up With Facebook

- If you are already signed in to Facebook, you will go directly to the **Application Manager**.
- If you are not currently signed into Facebook, you will be asked to log in.
- Enter your Email or Phone, and Password, and click **Log In**.

The **Application Manager** will open allowing you to apply to any VCCS College.



Sign Up with Google



The screenshot shows the login and sign-up interface for Virginia's Community Colleges. At the top is the logo and a welcome message. Below are tabs for 'New Users' and 'Returning User'. A paragraph of text explains account requirements. At the bottom are three buttons: 'SIGN UP WITH EMAIL', 'SIGN IN WITH FACEBOOK', and 'SIGN IN WITH GOOGLE'. A large blue arrow points from the right towards the 'SIGN IN WITH GOOGLE' button.

Virginia's
Community Colleges

Welcome to Virginia's Community Colleges.
To apply to any of the 23 colleges, sign in or create an account.

New Users Returning User

Accounts can not be shared between multiple applicants. Each person must use a unique e-mail address to create an account and must complete the sign-up using the applicant's information. Please disable VPNs or proxy server while browsing this website.

This website is for online admission application submissions only. It is not used to sign into your college's myVCCS Student Account Portal.

SIGN UP WITH EMAIL

OR

f SIGN IN WITH FACEBOOK

G SIGN IN WITH GOOGLE

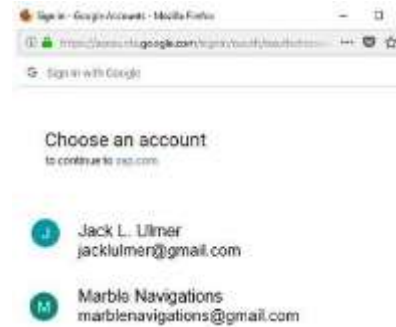
Quick Links
HOME
APPLY
PROFILE

Support
TERMS OF USE
PRIVACY POLICY
© 2016-2024 VCCS

To sign up with Google, click **Continue With Google.**

Sign Up With Google

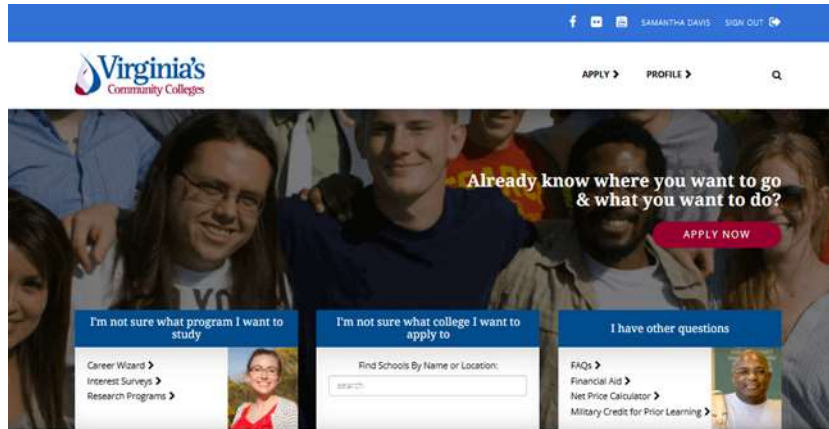
- Choose your account. If you have more than one Gmail account, you click the one you want to use.



The **Application Manager** will open allowing you to apply to any VCCS College.



Your Account on the VCCS Application Manager



Explore Our 23 Community Colleges

[Blue Ridge Community College](#)
[Brightpoint Community College](#)
[Central Virginia Community College](#)
[Danville Community College](#)
[Eastern Shore Community College](#)
[Germania Community College](#)
[J. Sargeant Reynolds Community College](#)
[Laurel Ridge Community College](#)
[Mountain Empire Community College](#)
[Mountain Gateway Community College](#)
[New River Community College](#)
[Northern Virginia Community College - Annandale Campus](#)
[Patrick & Henry Community College](#)
[Paul D. Camie Community College](#)
[Piedmont Virginia Community College](#)
[Roanoke Community College](#)
[Southside Virginia Community College](#)
[Southeastern Virginia Community College](#)
[Tidewater Community College](#)
[Virginia Highlands Community College](#)
[Virginia Peninsula Community College](#)
[Virginia Western Community College](#)
[Wytheville Community College](#)

The VCCS Application Manager allows you to:

- Start an application
- Explore programs
- Explore VCCS colleges
- Find the answer to other application related questions.

You can sign into the Application Manager at any time to start or resume an application.

Applying on VCCCS' Application Manager



To start, resume or remove a VCCCS admissions application click one of the following:

- The **Apply** link in the header
- The **Apply Now** button
- The **Apply** link in the footer

Managing Your Applications



From here you can:

- **Apply** to a VCCS College.
- **Resume** an application you already started.
- **Remove** your application.

Start a New Application

Applications in Progress in-progress applications not submitted within 1 year from start date will automatically be deleted.

Application	% Complete	Current Page	Date Started	Date Last Modified	Actions
J. Sargeant Reynolds Community College	17	1	August 20, 2024	December 18, 2024	Resume Remove
Tidewater Community College	14	1	November 30, 2024	December 18, 2024	Resume Remove
Northern Virginia Community College	12	1	August 08, 2024	December 18, 2024	Resume Remove

Start a New Application

Postsecondary schools with online applications

Postsecondary School	Undergraduate
Blue Ridge Community College	Apply
Brightpoint Community College	Apply

To start a new VCCS admissions application, click the **Apply** button to the right of the name of the VCCS college you would like to apply to.

Please disable VPN or proxy server while browsing this website.

Start a New Application – Apply Now

NEW RIVER
Community College

Application for Admission

Application Information



Welcome to New River Community College. We are happy that you have chosen NRCC to begin or to continue your educational journey.

Please click the Apply Now button to complete the free, online admissions application.

Questions about the application or admissions process? Please visit the Admissions and Records Office website for more information.

— Last updated by New River Community College on 3/1/2019

APPLY NOW (OR CONTINUE APPLICATION) >

APPLY NOW
(OR CONTINUE APPLICATION) >

CONTACT US

New River Community College
5251 College Drive
Dublin, VA 24084

☎ (540) 674-3603
☎ (866) 462-6722x3603
✉ (540) 674-9644
🌐 www.nr.edu
✉ admissions@nr.edu

INSTRUCTIONS

Copyright © 2003-2018 XAP Corporation. All Rights Reserved. Use of this website constitutes acceptance of the XAP Terms of Use and Privacy Policy.

Read the Application Information section for:

- application requirements
- procedures
- potential deadlines

Click the **Apply Now** button.

Filling out the Application

NEW RIVER
Community College

Application for Admission

1 THE BASICS ✓

2 COMMUNICATING WITH YOU ✓

3 YOUR EDUCATION ●

4 YOUR MILITARY SERVICE ○

5 YOUR BACKGROUND ✓

Save This Screen

SUBMIT YOUR APPLICATION

High School Information

You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.

Which of the following describes your current high school education?

☐ I am currently attending a public/private high school in a U.S. state, territory, or military installation

☐ I am currently a home schooled student in the U.S.

This option allows you to jump to Screen 6 without first saving the data for the current screen.

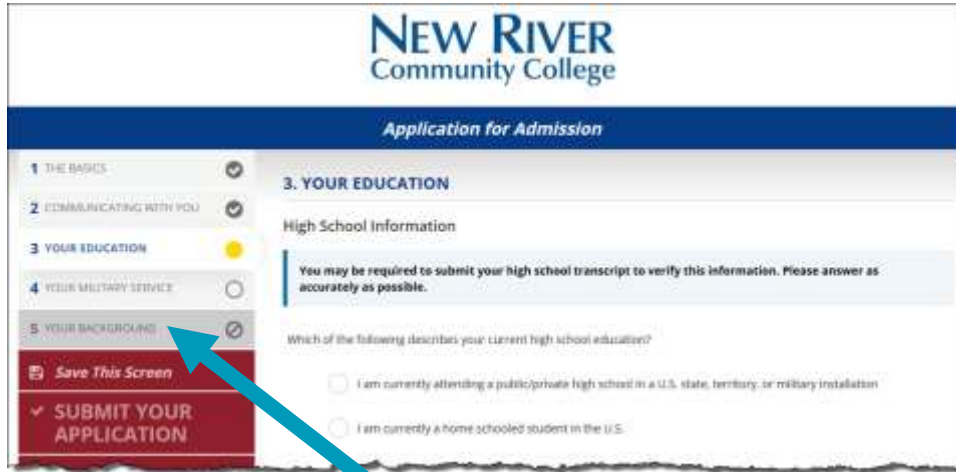
Do you wish to continue?

OK Cancel

You will be able to submit your application once all pages are completed and have a checkmark.

- Complete and save each screen in chronological order (Best Practice).
- **Checkmarks** indicate screens that have been completed.
- The system will validate that all required fields are filled out after you click **Save and Continue**.
- To skip to another screen *without* saving the current screen's data, click the new screen. A box will appear that will ask you if you wish to proceed. Click **OK** to proceed.
- **Save This Screen** (side button) – Saves the information already populated in the screen you are working on.

Filling out the Application: The Basics



The screenshot shows the 'Application for Admission' form for New River Community College. The left sidebar lists five steps: 1. THE BASICS (checked), 2. COMMUNICATING WITH YOU (checked), 3. YOUR EDUCATION (highlighted with a yellow circle), 4. YOUR MILITARY SERVICE (unchecked), and 5. YOUR BACKGROUND (checked). A blue arrow points from the 'SUBMIT YOUR APPLICATION' button at the bottom of the sidebar to the '3. YOUR EDUCATION' step. The main content area is titled '3. YOUR EDUCATION' and includes a section for 'High School Information' with a note: 'You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.' Below this, it asks 'Which of the following describes your current high school education?' with two radio button options: 'I am currently attending a public/private high school in a U.S. state, territory, or military installation' and 'I am currently a home schooled student in the U.S.' At the bottom of the sidebar, there are two buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'.

The first screen is called **The Basics**. Some information is prepopulated. This information comes either from your email account, Facebook account, or Google account.

You will be able to submit your application once all pages are completed and have a checkmark.

Filling Out the Application: The Basics

The screenshot shows the 'Application for Admission' interface for New River Community College. At the top, there's a navigation bar with 'Application Manager', 'Introduction', and a user profile for 'Samantha Davis' with a 'Log Off' button. The college logo is prominently displayed. Below the header, a sidebar lists six steps: 1. THE BASICS (active), 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION, 4. YOUR MILITARY SERVICE, 5. YOUR BACKGROUND, and 6. YOUR ID VERIFICATION. The main content area is titled '1. THE BASICS' and focuses on 'Legal Name'. It includes a sub-header 'As it appears on your current legal documents such as driver's license, social security card, or passport'. The form contains four input fields: 'Enter your last name:' (filled with 'Davis'), 'Enter your first name:' (filled with 'Samantha'), 'Enter your middle name:' (empty), and 'Suffix:' (a dropdown menu with 'Select a suffix' and '(optional)'). Below these is a question 'Do you have another name you prefer to be called?' with a dropdown menu showing 'No'. On the left sidebar, there are buttons for 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. A 'Help' button is located at the bottom right of the form area.

- Enter your legal name.
- Use the dropdown to indicate whether you have another name you prefer to be called.
- If you have a former name that is different than your current name, enter it in the spaces provided (optional).

Filling Out the Application: The Basics

The screenshot shows a section titled "Other Important Information" with several input fields and checkboxes. The birthdate field contains "04/11/2000". The Social Security number (SSN) or Taxpayer Identification number (TIN) field contains "###-##-####". The confirm your SSN or TIN field also contains "###-##-####". There are two checkboxes: one for "I do not have a SSN or TIN (International, non-residents of the U.S., etc.)" which is unchecked, and another for "I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#)." which is checked. A light blue box contains a disclaimer: "Your answers to the below questions help us meet our federal and state reporting requirements. These questions are voluntary and will not impact your application for admission. If you wish to not participate, please select 'Prefer not to answer.'". At the bottom, there is a question "What is your gender identity?" with a dropdown menu showing "Male".

Other Important Information

Birthdate: 04/11/2000

Social Security number (SSN) or Taxpayer Identification number (TIN): ###-##-####

Confirm your SSN or TIN: ###-##-####

☐ I do not have a SSN or TIN (International, non-residents of the U.S., etc.)

☒ I would rather not enter my SSN or TIN at this time. I understand this may incur significant delays to any financial assistance and could result in IRS fines as detailed [here](#).

Your answers to the below questions help us meet our federal and state reporting requirements. These questions are voluntary and will not impact your application for admission. If you wish to not participate, please select "Prefer not to answer."

What is your gender identity? Male

- Enter your birthdate using this format: 03/07/2005 for March 7, 2005.
- Enter your Social Security number or Taxpayer Identification number in the spaces requested.
- If you do not have an SSN or TIN (*Taxpayer Identification Number*) check the box indicated.
- If you would rather not enter your SSN or TIN, check the appropriate box.
Note that this option may cause delays to financial assistance and could result in IRS fines as detailed at the link provided.
- Use the dropdown to select a response to the gender identity question.

Filling Out the Application: The Basics

The screenshot shows a web application form with the following elements:

- A dropdown menu labeled "Are you Hispanic or Latino/a?" with a "Select one" prompt and a help icon.
- A section titled "What is your racial or ethnic identification? (Check all that apply)" with a list of checkboxes:
 - ☐ American Indian/Alaskan Native
 - ☐ Asian
 - ☐ Black or African American
 - ☐ Native Hawaiian or Other Pacific Islander
 - ☐ White
 - ☐ Prefer not to answer
- A light blue informational box stating: "This question will help us connect your previous college records with your current application."
- A question: "Have you ever applied, attended, or worked at any community college in Virginia? This includes taking dual enrollment courses in high school." with a dropdown menu currently set to "Yes".
- A text input field labeled "Enter your Student ID (EMPLID) number:" containing "*****".
- A checkbox labeled "I don't remember it".
- A blue button at the bottom right labeled "SAVE AND CONTINUE >".

- Answer "Are you Hispanic or Latino/a?".
- Check the box for the racial or ethnic identification you choose.
- Answer "Have you ever applied, attended, or worked at any community college in Virginia?":
 - If you select no, and have answered all of the required questions above, you will be able to click **Save and Continue**.
 - If you select yes, you will be asked to enter your 7-digit Student ID (EMPLID) number. Click **Save and Continue**.
 - If you don't remember it, check the box indicated. Click **Save and Continue**.

Note: If you receive an error, follow the instructions on the screen.

Filling Out the Application: If You Get an Error

The screenshot shows a web application interface. On the left is a sidebar menu with eight items: '1 THE BASICS' (highlighted with a yellow circle), '2 COMMUNICATING WITH YOU', '3 YOUR EDUCATION', '4 YOUR MILITARY SERVICE', '5 YOUR BACKGROUND', '6 YOUR ID VERIFICATION', '7 SUPPLEMENTAL INFORMATION 1', and '8 SUPPLEMENTAL INFORMATION 2'. Below the menu are three yellow buttons: 'Save This Screen', 'SUBMIT YOUR APPLICATION' (with a checkmark icon), and an empty button. The main content area is titled '1. THE BASICS' and contains an error message: 'Your submission for this screen was not accepted and cannot be saved until you correct the following errors or omissions:'. Below this is a bulleted list with one item: 'You indicated that you previously attended but did not provide a student ID or social security number (SSN). This information helps us connect your new application with your student record.' Further instructions follow: 'To continue with the application, please enter either a student ID or SSN.' and 'If you previously applied and did not provide an SSN, please remove the SSN from your application and provide your student ID number to proceed.' A note states: 'If you are unable to resolve this problem yourself, you will need to contact the college directly:'. Contact information for Northern Virginia Community College is provided: '4001 Wakefield Chapel Road, Annandale, VA 22003-3796', phone numbers '(703) 323-3000' and '(877) 408-2028', email 'AcademicAdvising@nvcc.edu', and website 'www.nvcc.edu'. A final note at the bottom says: 'If you cannot correct the errors on this screen and would like to come back to it later, you can skip to another screen by clicking on the screens listed in the menu. Data on this screen will not be saved and will have to be reentered when you return to it.'

Sample error screen

If you receive an error notification after completing **The Basics**, it may be because:

- You have applied to VCCS in the past 2 years.
- You have attended VCCS in the past 3 years.

Follow the instructions on the screen to correct the error. It may be that you do NOT need to apply again.

Filling Out the Application: Communicating With You

Application Manager Introduction Samantha Davis Log off

Reynolds COMMUNITY COLLEGE

Application for Admission

1. ADD SCHOOL
2. COMMUNICATING WITH YOU
3. ADD CONTACT INFORMATION
4. ADD CURRENT ADDRESS
5. ADD EDUCATION
6. SAVE AND REVIEW

2. COMMUNICATING WITH YOU

Mailing Address

Where you receive your mail

Country: United States of America

Street/PO Box

Street 2

City

Go Next

- Under Mailing Address, enter the address where you receive mail.
- Answer the permanent/home address question.
 - If you answer no, you will be asked for your Permanent Address.
 - If you answer yes, and Virginia is your home state, you will be asked , "Has Virginia been your home for the past 12 months or more?"
 - If you answer yes, you will be asked, "In which county or city do you currently live?"
 - If you answer no, you will proceed to the next question.

Permanent Address

Where you call "home"

Country: Select a country

Street/PO Box

Street 2

City

Go Next

Additional Contact Information

Has Virginia been your home for the past 12 months or more? ☐ Yes ☐ No

Filling Out the Application: Communicating With You

Additional Contact Information

Personal e-mail address:

If the college needs to contact you, what number would you like us to call?

Telephone:

Type:

If you plan to apply for financial assistance, Federal Financial Aid guidelines require that we obtain your voluntary consent to use electronic means, such as email, to provide you with information. Please review our guidelines here and indicate below that you agree.

☒ I agree and have reviewed the guidelines here

☐ I do not agree

☐ I do not plan to apply for financial aid at New River Community College

If you disagree and do not consent to electronic communication, your financial aid award may be delayed. This delay may cause you to be dropped from your courses if other payment arrangements are not made. Additionally, payment of your student account with financial aid or reimbursement of your out-of-pocket costs may also be delayed.

- Your email address is pre-populated from information you provided when you created your account on the VCCS application website.
- Enter your telephone number.
- Select whether it is a cell, work, or home phone.
- Read the statement about financial assistance and choose an option. You can review the financial aid guidelines in the link in the first option.
- Click **Save and Continue**.

Filling Out the Application: Your Education

The screenshot shows the 'Application for Admission' form for Central Virginia Community College. The left sidebar contains a progress indicator with five steps: 1. THE Basics (checked), 2. COMMUNICATING WITH YOU (unchecked), 3. YOUR EDUCATION (highlighted with a yellow dot), 4. YOUR MILITARY SERVICE (unchecked), and 5. YOUR BACKGROUND (checked). Below the progress indicator are two yellow buttons: 'Save This Screen' and 'SUBMIT YOUR APPLICATION'. The main content area is titled '3. YOUR EDUCATION' and 'High School Information'. It includes a note: 'You may be required to submit your high school transcript to verify this information. Please answer as accurately as possible.' Below this is a question: 'Which of the following describes your current high school education?'. There are seven radio button options: 'I am currently attending a public/private high school in a U.S. state, territory, or military installation', 'I am currently a home-schooled student in the U.S.', 'I have already graduated from a public/private high school in a U.S. state, territory, or military installation', 'I have already graduated from home school in the U.S.', 'I am currently attending or have graduated from a high school outside of the U.S.', 'I have earned my GED or other high school equivalency test', and 'I do not have a GED/high school equivalency test, or high school diploma and I am not currently attending high school'.

Select an answer to the current high school education question. If you:

- Are currently in high school or have graduated from high school, click **Find School** to locate your high school.
- Are currently being home schooled or have graduated from a home school, enter the city, state, and completion date.
- Are attending or have already graduated from a high school outside the U.S., indicate the high school, country and completion date.
- Have earned your GED, indicate from which state and the award date.
- Do not have a GED or a high school diploma, and are not currently in high school, indicate the last date you attended high school, and the highest grade completed.

Filling Out the Application: Your Education

The screenshot shows the 'College/University Information' section of a VCCS application form. At the top, there is a question 'Have you attended any other college(s)?' with a dropdown menu set to 'No'. Below this is a section titled 'College/University 1'. It contains a text input field for 'College/University:' with a placeholder 'Click the Find School button to select the school'. Below the input field are two buttons: 'FIND SCHOOL' and 'CLEAR'. Further down are fields for 'City:', 'U.S. state/territory:' (a dropdown menu), 'Country:' (a dropdown menu), 'Date attended from:' (a date picker), 'to:' (a date picker), and 'Degree earned:' (a dropdown menu). Below these fields is a link 'You may upload a copy of your unofficial transcript here (optional):' and a yellow 'UPLOAD A FILE' button. At the bottom of the section is a yellow 'ADD ANOTHER COLLEGE/UNIVERSITY +' button. At the very bottom of the form is a question 'Were you suspended or dismissed from the last college attended?' with a dropdown menu set to 'Select Yes or No'.

Note: You may see prior school(s) if you entered that information in a prior VCCS application.

Select an answer to the college/university question.

- If you select **No**, move on to the Program of Study question on the next slide.
- If you select **Yes**, click the **Find School** button to locate your college/university.
 - Enter the dates you attended.
 - Indicate whether you earned a degree or not.
 - Answer the suspended/dismissed question.
- If you attended a second college/university, click the **Add Another College/University** button and follow the same steps as above. Repeat this for any additional colleges or universities.

Filling Out the Application: Your Education

Program of Study

I plan to earn a degree, certificate, or diploma at: No

Central Virginia Community College:

I plan to start classes in: Select one

< SAVE AND GO BACK SAVE AND CONTINUE >

Answer whether you plan to earn a degree, certificate or diploma.

- If you select no, indicate when you plan to start classes.
- Click **Save and Continue.**

Program of Study

I plan to earn a degree, certificate, or diploma at: Yes

Central Virginia Community College:

My primary educational goal is to: Select an educational goal

Choose which area you are most interested in studying at Central Virginia Community College: Select an area of study

Program of study: Select one

I plan to start classes in: Select one

< SAVE AND GO BACK SAVE AND CONTINUE >

- If you select yes, answer the following questions:
 - Your primary educational goal
 - Which area you are interested in studying
 - Program of Study
 - When you plan to start classes
- Click **Save and Continue.**

Filling Out the Application: Your Military Service

The image shows two screenshots of the ESCC (Eastern Shore Community College) Application for Admission form. The top screenshot shows the '4. YOUR MILITARY SERVICE' section with the following questions and options:

- Have you served or are you currently serving in the U.S. military? (Yes/No)
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? (Yes/No)

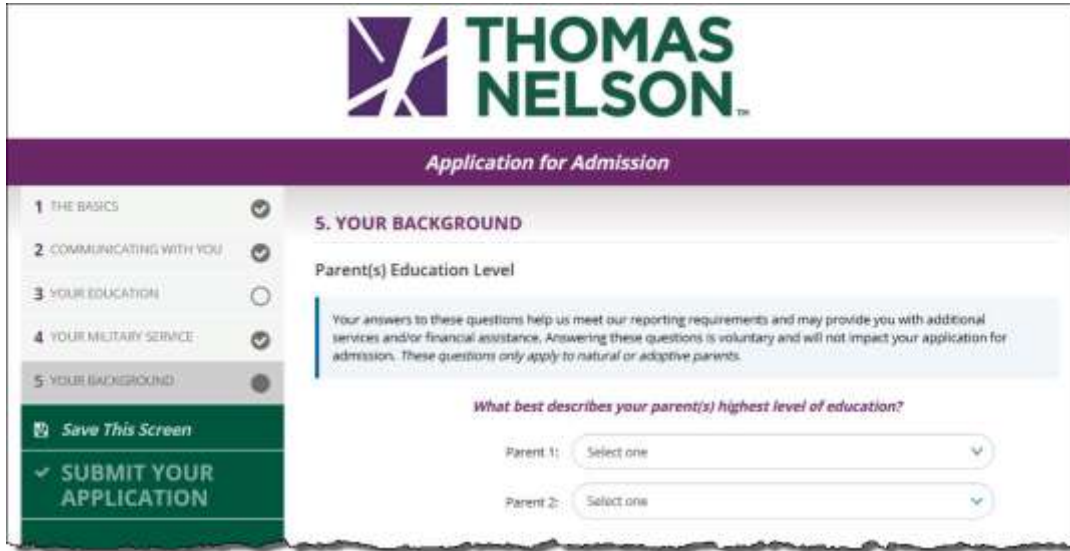
The bottom screenshot shows the same section with additional options for those who have served or are currently serving:

- Current military status: (Select a service status)
- Branch of military: (Select a military branch)
- Date entered reporting date: (mm/dd/yyyy)
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military? (Yes/No)
- Are you a dependent or a spouse of that person? (Select one)

Both screenshots show a sidebar with navigation options: 1. THE Basics, 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION, 4. YOUR MILITARY SERVICE, and 5. YOUR ACADEMIC. The bottom screenshot also shows a 'SUBMIT YOUR APPLICATION' button.

- Answer whether you have served or are currently serving in the U.S. military.
 - If you answer no, move to the next question.
 - If you answer yes, select your current military status, branch of the military and the date you entered service.
- Select an answer to the question about whether you're a military dependent or a spouse.
 - If you answer no, click **Save and Continue**.
 - If you answer yes, answer the question about whether you're a dependent or spouse.
 - Click **Save and Continue**.

Filling Out the Application: Your Background



The screenshot shows the Thomas Nelson Application for Admission form. The header features the Thomas Nelson logo and the title "Application for Admission". A sidebar on the left lists five steps: 1. THE BASICS, 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION, 4. YOUR MILITARY SERVICE, and 5. YOUR BACKGROUND. Step 5 is currently selected. Below the sidebar, the section "5. YOUR BACKGROUND" is displayed. It includes a sub-header "Parent(s) Education Level" and a note: "Your answers to these questions help us meet our reporting requirements and may provide you with additional services and/or financial assistance. Answering these questions is voluntary and will not impact your application for admission. These questions only apply to natural or adoptive parents." The main question is "What best describes your parent(s) highest level of education?". There are two dropdown menus for "Parent 1:" and "Parent 2:", both currently set to "Select one". At the bottom of the sidebar, there are two buttons: "Save This Screen" and "SUBMIT YOUR APPLICATION".

- Select an answer to the question about your parents' education level.

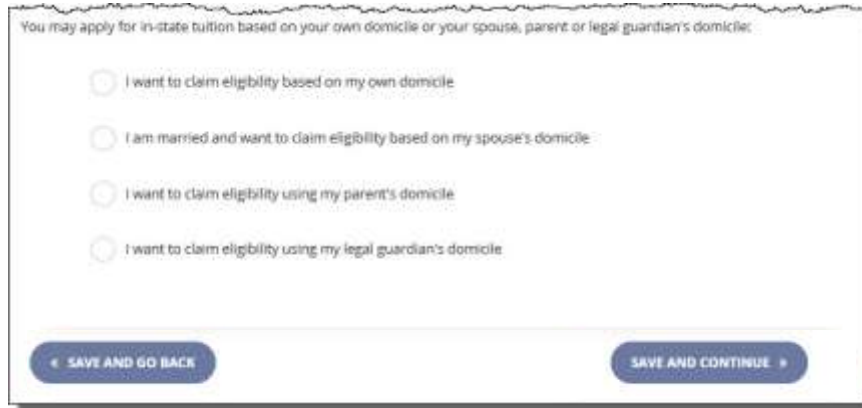
Filling Out the Application: Your Background

The image shows two screenshots of a college application form, specifically the 'Residency' section. The top screenshot shows the form with the following fields: 'What is your current status?' (dropdown menu with 'Permanent Resident of the U.S.' selected), 'Permanent resident number:' (text input field), 'Permanent status:' (dropdown menu with 'Select a status' selected), 'Country of citizenship:' (dropdown menu with 'Select a country' selected), and 'What is your primary spoken language?' (dropdown menu with 'Select a language' selected). The bottom screenshot shows the form with the following fields: 'What is your current status?' (dropdown menu with 'Currently in the U.S. as a Non-immigrant' selected), 'Visa type:' (dropdown menu with 'Select a type' selected), and 'Country of citizenship:' (dropdown menu with 'Select a country' selected). Both screenshots have a header 'Residency' and a sub-header 'This information is used to determine your tuition rate and next steps for enrolling at the college.'

- Answer the residency question that asks about your current status. If you answer that:
 - You are a native or naturalized citizen or are currently living outside of the U.S. and not a citizen or resident, or other category, **move to the next question.**
 - You are a permanent resident, **enter your permanent resident number, status and country of citizenship.**
 - You are a non-immigrant, **indicate visa type and country of citizenship.**
- Select an answer for your primary spoken language.

Filling Out the Application: Your Background

Select an answer for the in-state tuition rate question.
If you answer:



The screenshot shows a web form titled "You may apply for in-state tuition based on your own domicile or your spouse, parent or legal guardian's domicile:". Below the title are four radio button options, each with a label: "I want to claim eligibility based on my own domicile", "I am married and want to claim eligibility based on my spouse's domicile", "I want to claim eligibility using my parent's domicile", and "I want to claim eligibility using my legal guardian's domicile". At the bottom of the form are two buttons: "← SAVE AND GO BACK" on the left and "SAVE AND CONTINUE →" on the right.

- **I want to claim eligibility based on my own domicile**, check the appropriate boxes in the "Your Domicile Information" section.
- **I am married and want to claim eligibility based on my spouse's domicile**, complete the "Your Spouse's Domicile Information" section.
- **I want to claim eligibility based on my parent's domicile**, complete the "Your Parent's Domicile Information" section.
- **I want to claim eligibility based on my legal guardian's domicile**, complete the "Your Legal Guardian's Domicile Information" section.

- Click **Save and Continue**

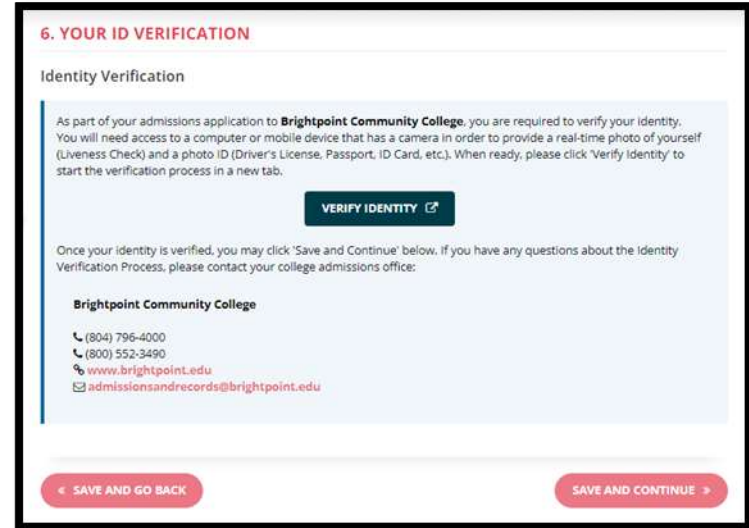
Filling Out the Application: Identity Verification

To provide a safe and secure learning environment, admission to VCCS colleges requires that all new applicants verify their identity.

You will need access to a computer or mobile device that has a camera in order to:

- Provide a real-time photo of yourself (Liveness Check)
- Upload a photo ID (Driver's License, Passport, ID Card, etc.)

To start the verification process, click **Verify Identity**.



The screenshot shows a web page titled "6. YOUR ID VERIFICATION" with a sub-header "Identity Verification". The main text explains that as part of the admissions application to Brightpoint Community College, applicants are required to verify their identity by providing a real-time photo (Liveness Check) and a photo ID (Driver's License, Passport, ID Card, etc.). A prominent "VERIFY IDENTITY" button with an external link icon is displayed. Below this, instructions state that after verification, users can click "Save and Continue" and provide contact information for questions. The contact details for Brightpoint Community College are listed: phone numbers (804) 796-4000 and (800) 552-3490, website www.brightpoint.edu, and email admissionsandrecords@brightpoint.edu. At the bottom, there are two buttons: "← SAVE AND GO BACK" and "SAVE AND CONTINUE →".

Filling Out the Application: Identity Verification

After the liveness and photo ID verification is completed, return to the application.

If the application is complete:

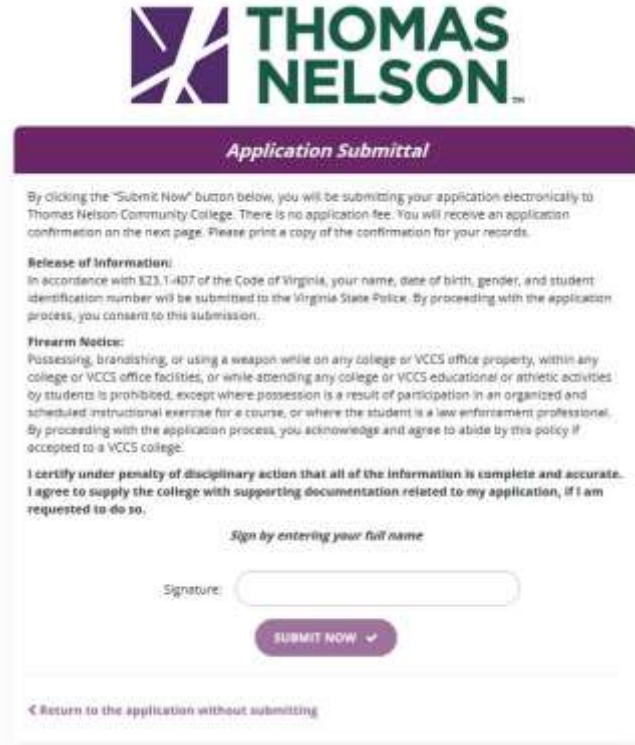
- Click **Go to Application Submission**.

If the application requires supplemental information:

- Click **Save and Continue**.
- Complete any supplemental pages.
- Click **Go to Application Submission**.

The screenshot displays the 'Application for Admission' interface for Brightpoint Community College. The progress bar on the left indicates the following steps: 1. THE BASICS, 2. COMMUNICATING WITH YOU, 3. YOUR EDUCATION, 4. YOUR ID VERIFICATION, 5. YOUR BACKGROUND, and 6. YOUR ID VERIFICATION (current step). The main content area shows the '6. YOUR ID VERIFICATION' section with the heading 'Identity Verification'. It contains a message stating: 'Brightpoint Community College has verified your identity. Please click the 'Go to Application Submission' button to complete your application to Brightpoint Community College.' Below this, it says: 'If you have any questions about the Identity Verification Process, please contact your college admissions office.' The contact information for Brightpoint Community College is listed: (804) 796-4000, (800) 552-3490, www.brightpoint.edu, and admissionsandrecords@brightpoint.edu. At the bottom, there is a 'GO TO APPLICATION SUBMISSION' button. The bottom navigation bar includes 'Save This Screen', 'SUBMIT YOUR APPLICATION', 'Save and Go Back', and 'Save and Continue'.

Filling Out the Application: Application Submittal



THOMAS NELSON

Application Submittal

By clicking the "Submit Now" button below, you will be submitting your application electronically to Thomas Nelson Community College. There is no application fee. You will receive an application confirmation on the next page. Please print a copy of the confirmation for your records.

Release of Information:
In accordance with §23.1-407 of the Code of Virginia, your name, date of birth, gender, and student identification number will be submitted to the Virginia State Police. By proceeding with the application process, you consent to this submission.

Firearm Notice:
Possessing, brandishing, or using a weapon while on any college or VCCS office property, within any college or VCCS office facilities, or while attending any college or VCCS educational or athletic activities by students is prohibited, except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional. By proceeding with the application process, you acknowledge and agree to abide by this policy if accepted to a VCCS college.

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Sign by entering your full name

Signature:

SUBMIT NOW ✓

◀ Return to the application without submitting

The Application Submittal screen will open.

- Read the information the college has provided.
- Type your *full name* in the Signature field.
- Click the **SUBMIT NOW** button.

Application Confirmation



Application Confirmation

Your application to Germanna Community College was already submitted on 10/30/2020 5:26:38 PM for 2020 Fall (08/24/20 - 12/13/20).

STEP 1: Print or Save

Please print or save a copy of this page for your records. You may also print a copy of your submitted application.

Applicant name: Bradley Cooper

Application: Germanna Community College

Student ID/EMPLID: 7794785

Social Security number:

Application term: 2020 Fall (08/24/20 - 12/13/20)

E-mail address: bradleyc@yahoo.com

Confirmation number: 4084-002204-5-10302020-00000162-00233185

Date submitted: 10/30/2020 5:26:38 PM

Your Application Confirmation will include an EMPLID. **WRITE IT DOWN!**



If you haven't already written down your username and password, write those down too!

Note: The password will not be displayed again due to security reasons.

STEP 2: Submit required admission information

Remember to complete the admissions requirements as specified in the [introduction](#).

If you are under 18, please print an additional copy, sign it, have your parent/guardian sign it, and submit it to the Welcome Center of your nearest Germanna location. At this time, you will want to check your personal email for your admissions letter, which will outline your next steps for enrollment at Germanna.

You may qualify for the in-state tuition rate with supporting documentation. Please contact your college for more details.

Required information should be sent to:

Germanna Community College
10000 Germanna Point Drive
Fredericksburg, VA 22408-9543

(540) 891-3000
admissions@germanna.edu
www.germanna.edu

STEP 3: Go to My Student Account and Enroll

Next you will need to register for classes via My Student Account Portal. This portal will give you access to the class registration system, advising tools, and other services. Your login credentials are listed below in the box titled "My Student Account Portal."

My Student Account Portal

Your Student ID/EMPLID is 7794785.
Your username is cu2450.

Please write this down.

[GO TO MY STUDENT ACCOUNT >](#)

STEP 4: Take Application Survey

What did you think about this online application?

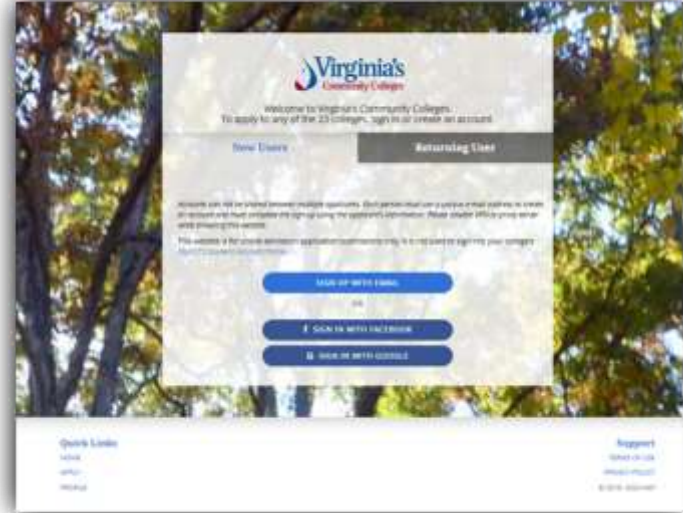
As a public, comprehensive community college, Germanna provides accessible, high-quality educational and training opportunities that address our community's diverse and changing learning needs.

Frequently Asked Questions

Remember! The Application Manager is NOT the same site as the MyVCCS Student Account Portal. The login credentials are not the same.

Please contact the college you are applying to directly, if you have any of the following issues or questions:

- Student Portal (MyVCCS) login issues
- Don't remember your EMPLID
- Student email access inquiries
- Identity verification
- Submitted application with incorrect information
- Course/program availability



Remember! Signing up for an Application Manager Account is not an application to a VCCS college. You will apply to a college after signing in to the Application Manager.

Still Need Help, or Have Questions?

- **Phone:** 1-800-GO-TO-XAP (800-468-6927)
- **Email:** support@xap.com
- **Chat:** Select the **Help** widget on the website