

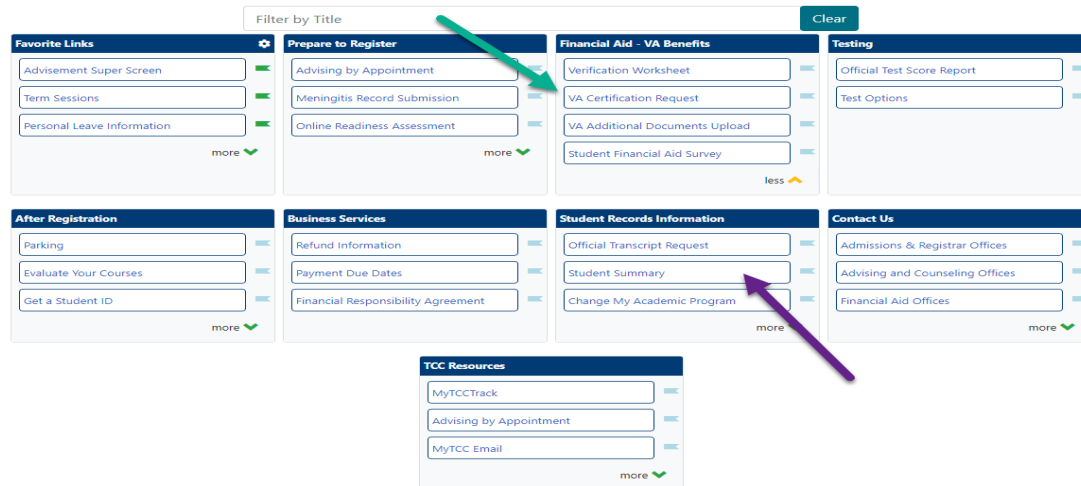
TCCD Registrar's Office – How to submit a VA Certification Request in Hello! TCC

Purpose

The purpose of this document is to explain the process Veterans and their eligible dependents may use to request veterans educational benefits [Via Hello! TCC](#).

Instructions

Veterans and/or their eligible dependents can access the request form under the heading of "Financial Aid -VA Benefits" in the Hello! TCC. The web address of Hello! TCC login page is: <https://hello.tccd.edu/>
Help is available on the page for individuals having trouble logging in.
Once logged in, please click on the link: "VA Certification Request".



Once the link is clicked, the Veteran and/or dependent's name, address phone and other important information will be pre-populated. Please check the information for accuracy and make changes as needed. Please note that changes made here will not change your official records with TCC, it will only affect your VA certification information. If your address or phone number has changed, please use Hello! TCC to submit official changes. The link to update your mailing address or phone number is under the Student Summary link (purple arrow) found under the Student Records Information column.

Information needed to complete a request for benefits

To complete the request, the Veteran or qualified dependent should answer the questions below. For help with the questions, please contact the Registrar's Office at the campus where you intend to enroll for classes. There is a link to the contact information for the Registrar's Offices at the top of the page.

Questions that must be answered

- For which benefit (Chapter) are you applying?
- Your relationship to the Veteran (options are self, spouse, and child)
- Is the Veteran currently on Active Duty? (Date Entered and Separated are required)
- Have you used VA Educational Benefits before?
- If you have used your benefits at TCC before, which campuses?
- List all colleges attended since last attending TCC (do not list TCC) or prior to attending TCC. **You must answer this question only if this is your first semester at TCCD where you are using your VA benefits.**
- Educational Objective at TCC (options are Associate of Arts, Associate of Arts in Teaching, Certificate of Completion, Associate of Science, Associate of Applied Science) The majority of these options are categories

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rather than actual majors. *If you have questions, please contact the Registrar's Office where you intend to enroll.*

- Will you be providing a Primary Institution Letter? (This is only for students who are receiving benefits at another college of university and wish to also use benefits at TCCD for the same semester). *If this applies to you, the other school will provide you with the Primary Letter.*
- Will you be changing your major with TCC?
- Semesters to be certified and hours you are planning to enroll in the term (choose up to two consecutive terms)
- Campus you will be attending at TCC

There is also an option where a student can attach a .pdf file, a Word Document, or a tiff image. In this area the Veteran or qualified dependents can submit their Certificate of Eligibility, Notice of Basic Eligibility, Parent Letter, DD 214, 22-1990, etc... In order to attach a file, it must be saved in a location that you can find and be in .pdf, .tiff, or MS Word format. To locate the file,

1. Click the "Browse" button



2. Use the standard Windows Explorer or Mac Finder to locate the file and select it for upload.

Important information about certification

The next section of the web page has important disclosure information for Veteran Benefits that all recipients should be aware of. Please read it and if you have any questions please contact the Registrar's Office at the campus where you intend to enroll.

Veteran Certifications

Following the disclosure section, there are four check boxes that must be completed where the veteran or qualified dependent acknowledges the following:

- EACH TERM I must report my registration and any change (i.e. drop/add) in my enrollment to the TCC Registrar Office, VA Representative in order to receive my benefits.
- I must be enrolled in an approved program of study that leads to a standard degree and have all prior (official) transcripts on file at TCC by the end of my first term of enrollment. I understand that I will not be paid by the VA for classes previously passed at TCC or other institutions.
- I understand that it is my responsibility as the student to ensure that the classes I am taking are required by my degree program.
- I understand that I must make satisfactory progress toward graduation

Submit the form and attached documents

The final section of the form is a certification of enrollment and the student signs the request electronically by adding their student ID and the date to the form and clicking on the "SUBMIT" button.

The information will then be forwarded to the appropriate campus e-mail queue for processing. Depending on the number of requests, processing time can vary.