



VETERAN AND MILITARY SERVICES

Checklist for Active Duty Spouses Using the My Career Advancement Account (MyCAA) Scholarship

Required steps for students using MyCAA:

- For more information about MyCAA and to register for it, go [here](#).**
- Fill out FCC's free online application for admission [here](#).**
- Submit official transcripts and/or score reports to FCC's Registrar's Office to be evaluated for credit and [determine if you are exempt](#) from the reading, writing, and/or math placement tests. For information about how to submit them go [here](#).**
 - a. Submit official transcripts from any colleges and/or universities where you earned credit
 - b. Submit SAT, ACT, or AP score reports if they exempt you from taking the placement tests or yield credit (AP)
- Submit unofficial copies of college/university transcripts to Veteran and Military Services for advising purposes if possible using the [Secure Document Submission form](#) OR bring them with you to an in-person intake appointment.**
- Take the placement tests if you are not [exempt](#).** For information about how to take the tests go [here](#). For resources that will help you prepare to take each test go [here](#).
- Optional: Apply for federal student aid to see if you are eligible to receive a need-based Pell Grant. For more information and for a link to the Free Application for Federal Student Aid (FAFSA), go [here](#).**
- Schedule an intake appointment [here](#).** Please complete as many of the above steps as possible prior to your appointment. VMS staff will provide the Education Training Plan (ETP) that the MyCAA Scholarship requires.