



VETERAN AND MILITARY SERVICES

Checklist for Active Duty Service Members Using Military Tuition Assistance

Required steps for students using Tuition Assistance:***

- 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)
 - c. Submit official military transcripts for evaluation
 - i. **Joint Services Transcript (JST) (All branches EXCEPT Air Force):** create an account and request to have your official JST sent to FCC electronically [here](#)
 - ii. **Community College of the Air Force (CCAF) Transcript:** see how to request an official copy [here](#)
- 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](#).**

***The process for obtaining Tuition Assistance varies depending on the service branch. Veteran & Military Services will provide you with documentation (e.g., your degree plan and invoice) as needed so that you can obtain T.A. authorization from your service branch. Once you receive it, submit your T.A. authorization to FCC's Student Finance Office at StudentAccounts@frederick.edu