



Tuition Assistance (TA) Benefits Checklist

****All required documents must be turned in to avoid delay in processing and payment****

- _____ Consult with your Educational Services Officer **prior to** enrolling at HCC
- _____ Submit Houston Community College Admission Application <http://www.hccs.edu/apply>
- _____ Apply for Tuition Assistance, create GoArmyEd account (<https://www.goarmyed.com/>) OR TA Air Force account (<https://aiportal.acc.af.mil/>). Veterans interested in TA Marines or Navy, please contact your branch of service
- _____ Submit Copy of DD-214 (Only Member 2, 3, 4, 6, or 8) **OR** Notice of Basic Eligibility (NOBE), current copy of your orders **OR** letter from your commanding officer ¹
- _____ Meet with a HCC Academic Advisor
- _____ Official transcripts from all previous college(s) attended (regardless of accreditation) ²
 - Mail Transcript(s) to: OR Hand Deliver Transcript(s) to:
Houston Community College, *(Official transcripts must be sealed)*
Office of Admissions & Records 3220A Main Street, Houston, TX. 77002
P.O. Box 667517 OR visit a campus VA Representative
Houston, TX. 77266-75117 <http://www.hccs.edu/locations/>
- _____ Official Military transcripts <https://jst.doded.mil/smart/signIn.do> ²
(Note: Select option Houston Community College distance learning)
- _____ Enroll in HCC Courses (listed on your approved degree plan)
- _____ Provide a Tuition Assistance Authorization Form to the HCC DOVA office
- _____ VA Certification Request (VACR) Form, <http://www.hccs.edu/veterans> – Must submit every semester AND for any enrollment change (drop/swap/withdrawal) ¹
- _____ Pay for courses, select ‘other’ as method of payment to avoid courses being dropped
- _____ Check the *Message Center & To Do List* in the Student System <https://myeagle.hccs.edu/>

¹If resubmission of any document is requested, you may do so by any of the following methods: Walk-In at Office of Campus Veterans Representative, Email: vaonline@hccs.edu , OR Fax: 713-718-8444.

²Official transcripts are required within 30-days of your first meeting with an advisor. A transcript service indicator (hold) will be placed on your account, which prevents you from making changes to your schedule.