



# Application for Admission

## Instructions (Please Read Carefully)

### Admission to the College

All new students who wish to enroll in credit classes must complete this application. Students who previously attended but have not enrolled in classes for the past **three years** must resubmit application forms. (Note: students who are under 24 years of age and receive one-half or more of their financial support from their parents/legal guardians must have their parents/legal guardians sign at the bottom of page 3.) Students who complete an application and never enroll within 3 semesters (1 academic year) must reapply.

Applications may be submitted in-person at the Admissions and Records Office at either the Chester or Midlothian campuses or mailed to the campus at which the student intends to take classes:

Admissions and Records Office - Chester Campus	Admissions and Records Office - Midlothian Campus
John Tyler Community College	John Tyler Community College
13101 Jefferson Davis Highway	800 Charter Colony Parkway
Chester, Virginia 23831-5316	Midlothian, Virginia 23114-4383

### Admission of Degree/Certificate-Seeking Students

In addition to completing and submitting applications, students who wish to be admitted to the following academic programs must provide official high school and college transcripts: Allied Health, Nursing and Funeral Services. Students can submit their official college transcripts if they plan to request a review for transfer credits from the Admissions and Records Office. Students must complete a Transfer Credit Review form located in the Admissions and Records offices at both campuses. Students seeking admission to academic programs also must satisfy placement-testing requirements. Testing is available on a walk-in basis. On Saturdays, testing is available by appointment only. To find out more, visit [www.jtcc.edu/testing](http://www.jtcc.edu/testing). To schedule an appointment for Saturday testing, e-mail [testing@jtcc.edu](mailto:testing@jtcc.edu).

Note: To be eligible for financial aid, students must be formally admitted to associate degree or certificate programs. To obtain financial aid information, please call 804-706-5236 at Chester and 804-594-1550 at Midlothian.

### Admission as a Nondegree (Noncurricular) Student

Students who do not wish to pursue degrees, certificates or career studies certificates are not required to submit official transcripts of their prior academic work but are required to satisfy placement-testing requirements prior to enrolling in English or Mathematics classes.

### Admission of Suspended/Dismissed Students

Students who have been academically suspended from another institution may enroll at John Tyler Community College as a restricted student after submitting their college transcripts and copies of their letters of suspension. Students who have been academically dismissed from any institution are normally not admitted. Dismissed students may petition the dean of Student Services and the Academic Status Committee in writing at least **four weeks prior** to the first day of classes for exceptions.

If you have questions about the application process or require assistance, please call the Admissions and Records Office: Chester Campus, 804-706-5220; Midlothian Campus, 804-594-1544.

apply online @  
[www.jtcc.edu](http://www.jtcc.edu)  
click on 'apply online'



For Office Use Only	
Empl. ID _____	
IS _____	OS _____
Staff Initial _____	
Date _____	

## Virginia Community College System Application for Admission

**Please Note: In compliance with the Sex Offender and Crimes Against Minors Registry, a portion of this information will be submitted to the Virginia State Police.**

- Name: \_\_\_\_\_  
Prefix (Mr., Mrs., etc) First Full Middle Last Suffix (Jr. Sr., etc.)
  - Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **See privacy statement, which can be obtained in the Admissions and Records Office.**
  - Former name: \_\_\_\_\_  
First Full Middle Last
  - Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)
  - Which college do you plan to attend? \_\_\_\_\_
  - In what type of class will you be enrolling? \_\_\_\_\_ Credit classes \_\_\_\_\_ Non-credit classes
  - What campus do you plan to attend? \_\_\_\_\_ (If college has more than one campus, indicate the campus you plan to attend.)
  - What term will you begin classes? 20\_\_\_\_ Term: \_\_\_\_\_ Fall (Aug-Dec) \_\_\_\_\_ Spring (Jan-May) \_\_\_\_\_ Summer (May-Aug)
  - Have you previously attended, applied for admission to, or been employed by any Virginia community college?  
\_\_\_\_\_ Yes \_\_\_\_\_ No **If yes, SIS ID (Empl ID), if known:** \_\_\_\_\_
  - Primary Phone (include area code): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
  - Mailing address: \_\_\_\_\_  
(Street) (City) (State) (ZIP) (Country, if not USA)
  - Current Residence: \_\_\_\_\_ (City/County) **Provide what you consider to be your location of residence. If you temporarily relocated to your current address to get an education, you should provide your previous location.**
  - Have you lived in Virginia for the last twelve months? \_\_\_ Yes \_\_\_ No If no, where else did you live? \_\_\_\_\_ (US state or foreign country)
  - E-mail address: \_\_\_\_\_ **This address will be your unofficial e-mail address; you will be assigned an official e-mail address after enrolling in a qualified class.**
  - Emergency Contact Information: \_\_\_\_\_  
First Name Last Name Relationship Phone Number
  - Employer: \_\_\_\_\_
  - Business phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext.: \_\_\_\_\_
  - Ethnicity/Race: Are you Latino/Hispanic? \_\_\_ Yes \_\_\_ No What is your race? Select any that apply. \_\_\_ White \_\_\_ Black/African American \_\_\_ Asian \_\_\_ American Indian/Alaskan Native \_\_\_ Native Hawaiian/Other Pacific Islander \_\_\_ I choose not to specify my race
  - Gender: \_\_\_ Male \_\_\_ Female
  - Citizenship Status: \_\_\_ Native \_\_\_ Naturalized \_\_\_ Alien Permanent \_\_\_ Alien Temporary \_\_\_ Not reported or Not living in the U.S.  
**Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are not a U.S. Citizen, choose one of the types of alien statuses based on your visa: "Alien Permanent," "Alien Temporary," or "Not reported or Not living in the US." Foreign applicants must complete the remainder of the question on Citizen Status.**
  - Country of Citizenship: \_\_\_\_\_ Permanent Status \_\_\_\_\_ Resident Alien \_\_\_\_\_ Asylum \_\_\_\_\_ Refugee A#: \_\_\_\_\_  
Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_  
If you chose "Not reported or Not living in the US," what Visa Status are you requesting? \_\_\_\_\_
  - Primary Language: \_\_\_\_\_ English \_\_\_\_\_ Other
  - Military status: \_\_\_ No Military Service \_\_\_ Spouse \_\_\_ Dependent \_\_\_ Active Duty \_\_\_ Active Reserves \_\_\_ Inactive Reserves \_\_\_ Retired  
\_\_\_ Veteran/VA Ineligible \_\_\_ Veteran Branch: \_\_\_\_\_
- Please complete the rest of this form if you plan to pursue a credit program of study or credit classes. If you wish to be considered for in-state tuition rates, certain contract rates, or are planning to apply for Senior Citizen benefits, you must also complete the Application for In-State Tuition. If you selected "non-credit" please sign and date the application.**
- High School Information - Select your level of high school education:  
 \_\_\_\_\_ High School (graduated or currently enrolled) \_\_\_\_\_ Home School (graduated or currently enrolled)  
 \_\_\_\_\_ GED \_\_\_\_\_ No High School Diploma or GED \_\_\_\_\_ Foreign High School

High School Details: Name of School Attended/Attending: \_\_\_\_\_

Located in: \_\_\_\_\_

City/County State Country

Actual or Anticipated Graduation Date: \_\_\_\_\_ If no HS Diploma or GED enter highest grade completed \_\_\_\_\_  
Month Day Year

Diploma Type: \_\_\_ Standard \_\_\_ Modified Standard \_\_\_ General Achievement \_\_\_ Advanced Studies \_\_\_ Other

24. Colleges/Universities attended. If you have taken any college classes, please list the most recent first. Indicate any degrees earned in the last column with an **A** for Associate, **B** for Bachelor's, **M** for Master's, **D** for Doctorate, or **P** for Professional Degree. If you have not earned a degree, leave the Degrees column blank. Were you suspended or dismissed from the last college attended? \_\_\_ Yes \_\_\_ No

College or University	City, State/Country (if not USA)	Dates Enrolled	Degrees

25. Family Educational Background:

**Father's Highest Education:** \_\_\_ Do Not Know \_\_\_ Less than High School \_\_\_ Attended High School \_\_\_ Graduated from High School  
\_\_\_ Attended College \_\_\_ Received an Associate Degree \_\_\_ Received a Bachelor's Degree \_\_\_ Received a post-Bachelor's Degree

**Mother's Highest Education:** \_\_\_ Do Not Know \_\_\_ Less than High School \_\_\_ Attended High School \_\_\_ Graduated from High School  
\_\_\_ Attended College \_\_\_ Received an Associate Degree \_\_\_ Received a Bachelor's Degree \_\_\_ Received a post-Bachelor's Degree

26. Educational Goals: *(Financial Aid students must check "yes" and enroll in an approved plan of study. Include specialization/sub-plan, if applicable).*

\_\_\_ Yes, I plan to pursue a degree, certificate, or diploma from my community college. Plan of study \_\_\_\_\_  
(Refer to the college's list of academic plans).

\_\_\_ No, I do not plan to pursue a degree at this time. Reason for taking classes (**check only one**):

\_\_\_ Upgrading current job skills \_\_\_ Developing skills for new job \_\_\_ Exploring career options

\_\_\_ Pursuing personal interest or general knowledge \_\_\_ Currently pursuing degree at another college (transient/visitor)

\_\_\_ Planning to pursue a degree at another college (non-degree/transfer)

**High School Applicants:** \_\_\_ HS Stdnt - HS & College Credit \_\_\_ HS or Home Schooled-No HS Crd \_\_\_ HS Both Dual/Non-Dual  
\_\_\_ HS Stdnt Adult Learning (age 21 and over and **not** for GED programs or Middle College)

*Residents of Virginia who meet certain criteria may qualify for in-state tuition rates, which are significantly lower than out-of-state rates. To see if you qualify, you will need to complete an Application for In-State Tuition.*

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia. Please contact the college Admissions and Records Office if you have any questions.

*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.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If under 18 years of age)

Continue to page 4 for important tuition information.



# APPLICATION FOR IN-STATE TUITION

Eligibility for in-state tuition is pursuant to Section 23-7.4, Code of Virginia.

Please contact the college Admissions and Records Office if you have any questions.

1. Applicant's Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
First Full Middle Last (mm) (dd) (yy)

2. Are you a U.S. citizen? \_\_\_Yes \_\_\_No If "No", are you a Permanent Resident? \_\_\_Yes \_\_\_No

If a Permanent Resident, what is your "A number"? \_\_\_\_\_ If neither a U.S. citizen nor a Permanent Resident, you must submit your immigration documents to the Admissions office in order to complete your application for in-state tuition.

3. Are you on active duty in the U.S. Armed Forces? \_\_\_Yes \_\_\_No

If "Yes," is Virginia listed on your Leave and Earnings Statement (LES)? \_\_\_Yes \_\_\_No

If active duty, Official Duty Station: \_\_\_\_\_ Reporting Date: \_\_\_\_\_ Duration of Orders: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

4. Are you the dependent of an active duty member in the U.S. Armed Forces? \_\_\_Yes \_\_\_No

If "Yes," is Virginia listed on the Leave and Earnings Statement (LES) of the person of whom you are a dependent? \_\_\_Yes \_\_\_No

If active duty, Official Duty Station: \_\_\_\_\_ Reporting Date: \_\_\_\_\_ Duration of Orders: \_\_\_\_\_

5. Are you retired or discharged from the U.S. Armed Forces? \_\_\_Yes \_\_\_No If "Yes," date of discharge/retirement: \_\_\_\_\_  
mm/dd/yyyy

6. Are you the dependent of someone retired or discharged from the U.S. Armed Forces? \_\_\_Yes \_\_\_No If "Yes," date of discharge/retirement: \_\_\_\_\_  
mm/dd/yyyy

7. Please choose the domicile on who you want to base your eligibility for in-state tuition:

( ) **Parent's Domicile:** Choose this option if you receive over half of your financial support or you are claimed as a tax dependent by your parents.

( ) **Legal Guardian's Domicile:** Choose this option if you are under the custody of a court-appointed legal guardian.

( ) **Spouse's Domicile:** Choose this option if you are married and want to claim eligibility for in-state tuition based on your spouse's domicile.

( ) **Your Domicile:** Choose this option if you want to claim eligibility for in-state tuition based on your own domicile. **If you are under the age of 24, your eligibility must be based on your parent or legal guardian unless one of the following applies: (Check all that apply.)**

( ) I have legal dependents other than my spouse. ( ) I am a ward of the court or was a ward of the court until age 18.

( ) I am married.

( ) Both of my parents are deceased and I have no adoptive parent or legal guardian.

( ) I am financially self-sufficient.

( ) I have a bachelor's degree and I am working on a graduate degree.

**You may be required to supply "clear and convincing evidence" of your status. If you chose "Your Domicile," skip to question 13.**

8. Provide the name of the person upon whom you are basing your domicile: \_\_\_\_\_  
(First) (Middle) (Last)

Using the above person's information, answer the questions below.

9. Is the above person a U.S. citizen? \_\_\_Yes \_\_\_No If "No," is he/she a permanent resident? \_\_\_Yes \_\_\_No

If "Yes," what is his/her "A number"? \_\_\_\_\_ If "No," what is his/her immigration status? \_\_\_\_\_

10. Is the above person on active duty in the U.S. Armed Forces? \_\_\_Yes \_\_\_No

If "Yes," is Virginia listed on his/her Leave and Earnings Statement (LES)? \_\_\_Yes \_\_\_No

If active duty, Official Duty Station: \_\_\_\_\_ Reporting Date: \_\_\_\_\_ Duration of Orders: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

11. Is the above person retired or discharged from the U.S. Armed Forces? \_\_\_Yes \_\_\_No

If "Yes," date of discharge/retirement: \_\_\_\_\_ State on LES prior to discharge: \_\_\_\_\_  
mm/dd/yyyy

12. Is the above person a dependent of someone retired or discharged from the Military? \_\_\_Yes \_\_\_No

If "Yes," date of discharge/retirement: \_\_\_\_\_ State on LES prior to discharge: \_\_\_\_\_  
mm/dd/yyyy

13. Has the above person lived in Virginia for the last 12 months? \_\_\_Yes \_\_\_No If "No," where did you live? \_\_\_\_\_  
State or Country

14. For the last year, did the above person (select only one):

\_\_\_ file Virginia income taxes on all earned income

\_\_\_ reside in a state without income tax

\_\_\_ file as a resident in another state

\_\_\_ have no taxable income

\_\_\_ file as a resident in Virginia and as a non-resident in another state

For the last year, has the above person:

15. held a Virginia Drivers license or Virginia DMV ID? \_\_\_Yes \_\_\_No If "No," has the above person held a Drivers license or DMV ID to any other state? \_\_\_Yes \_\_\_No

16. owned or operated a motor vehicle in Virginia? \_\_\_Yes \_\_\_No If "No," has the above person owned or operated a motor vehicle in any other state? \_\_\_Yes \_\_\_No

17. been registered to vote in Virginia? \_\_\_Yes \_\_\_No If "No," has the above person been registered to vote in another state? \_\_\_Yes \_\_\_No

Please note: If you knowingly provide erroneous information to evade payment of out-of-state tuition and fees, you will be charged out-of-state tuition and fees for each term attended and may be subject to dismissal. Random audits of this information will be performed. 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.

Signature of Applicant

Date

Signature of Parent, Legal Guardian, or Spouse

Date