



Steps to Using Your VA Educational Benefits at TTC as a “Guest” student

The Citadel

Make sure your courses will transfer to The Citadel as part of your degree program. You should fill out the Permission Form located in the Registrar’s Office or online.

Once all parties have signed off on the form, provide Veterans Services with a copy. We cannot process your guest/parent letter without all signatures. Veterans Services will then email a copy of your “guest/permission” form to TTC so that they can certify your classes with the VA.

TTC

If you are attending TTC for the first time, submit a TTC application.

Register for TTC classes.

Submit TTC’s VA Certification Request Form using the following steps:

- Steps to complete an online VA Certification Request at TTC
- Log into your student portal
- Select left menu tab
- Select “Financial Life and then “My Veterans Assistance”
- Select Initial Benefits tab and click Step 2.
- *This will open a new window*
- When the new page opens click “Submit a New VA Certification Request”
- Fill in the necessary information and hit “submit” at the bottom.

TTC cannot certify your enrollment without a guest/parent letter from The Citadel *and* their VA Certification Form.

Only Classes authorized on the guest/parent letter are eligible to be certified by TTC.

If you are under any chapter other than Post 9/11, you must make arrangements for paying your tuition at TTC.

*Chapter 31 Vocational Rehabilitation students must meet with their counselor to request a Guest form 1905 be submitted to TTC.

This document should be used as a guide only and processes are subject to change at TTC. You should always follow up with TTC’s Veterans Office>