

Create a NOVA Application Account:

- Go to www.nvcc.edu and click on the “Apply” link in the top-right corner.
- Next you will click on the green box that reads “Apply Now” on the top right hand side of the page.
- Scroll down to create an account with a username and password or sign in with a Facebook or Google account.
- **Validate** cell phone number and/or email.

Part 1: The Basics

- Enter legal name. **Tip: Use proper capitalization (For example: John Smith, NOT john smith)**
- Enter former name, if applicable.
- Birthdate
- Tax ID (if applicable)
- **Social Security Number (if applicable)**
 - **Tip: If you have a social security number, you must provide it on the NOVA application for your FAFSA to process it. No social security number on your application = your FAFSA cannot be found by NOVA.**
 - **Tip: If you do NOT have one, you can choose “I do not have a SSN (International, non-residents of the U.S., etc.)” or “I would rather not enter my SSN at this time...”**
- What is your gender identity?
- Are you Hispanic or Latino/a?
- What is your racial or ethnic identification? (Check all that apply)
- **Have you ever applied, attended, or worked at any community college in Virginia?**
 - **If you have never applied to NOVA before, select “No”**
 - **DUAL ENROLLMENT STUDENTS:** If you applied to NOVA to take a dual enrollment course, select “Yes”, and enter your student ID (EMPLID) number

Part 2: Communication With You

- List your Mailing Address. **Tip: Where you receive your mail**
- Has Virginia been your home for the past 12 months or more?
- In which county or city do you currently live? **Tip: Fairfax County**
- Personal e-mail address: **Tip: Do NOT use your FCPS email!!!**
- If the college needs to contact you, what number would you like us to call?
- If you plan to apply for financial assistance, Federal Financial Aid guidelines require that we obtain your voluntary consent to use electronic means, such as email, to provide you with information. Please review our guidelines [here](#) and indicate below that you agree. **Tip: Answer “I agree and have reviewed the guidelines here”**
If you disagree and do not consent to electronic communication, your financial aid award may be delayed.

Part 3: Your Education

- Which of the following describes your current high school education?
Tip: Answer “I am currently attending a public/private high school in a U.S. state, territory, or military”
- Enter your High School Information
Tip: Lewis HS students may enter Robert E Lee HS (Springfield, VA/CEEB: 472137) if new HS name is not listed.
- Expected completion date: **Tip: Answer “06/2022”**
- You may upload a copy of your unofficial transcript or GED scores (optional)
- Have you attended any other college(s)? **Answer: No (even if you are a dual enrollment student)**
- I plan to earn a degree, certificate, or diploma at Northern Virginia Community College: **Tip: Answer: Yes**
 - **NOTE: For Financial Aid purposes, you MUST select YES to the question “I plan to pursue a degree” (even if you plan to transfer before graduating NOVA).**
- Choose which **area** you are most interested in studying at Northern Virginia Community College:
Tip: Answer “Social Sciences” if you are undecided
- Program of study: **Tip: If you are undecided, select “AS-General Studies”**

- I plan to start classes in: **Tip: Answer “2022 Fall (08/22/22 – 12/13/22)”**
- As of 8/22/2022, which of the following best describes what your situation will be?
Tip: Answer “I will have graduated high school by the time I start taking classes”
- Pick a primary campus location: *Options:* Alexandria, Annandale, Loudoun, Manassas, Medical Education Campus, Woodbridge

Part 4: Your Military Service

- Have you served or are you currently serving in the U.S. military?
- Are you a dependent or spouse of someone who is currently serving or has served in the U.S. military?

Part 5: Your Background

- Parent(s) Education Level

RESIDENCY: This information is used to determine your tuition rate and next steps for enrolling at the college.

- What is your current status? **This information is confidential and will not be shared outside of the college.**
 - Native U.S. Citizen (born in U.S. or born abroad to U.S. Citizen)
 - Naturalized U.S. Citizen (received citizenship after birth)
 - Permanent Resident of U.S. (Green Card)
 - Provide your Alien Registration Number (A#), status (“Resident Alien”) and country of citizenship before moving on to the next question.
 - Currently in the U.S. as a Non-Immigrant (Visa, DACA, TPS, or undocumented)
 - Identify visa type (if applicable) and country of citizenship
 - **If you have DACA, TPS, or are undocumented select “(C14) Deferred Action” or “(A12) Temp Protective Status” or “(UD) Undocumented”** and country of citizenship
 - Currently living outside of the U.S. and not a U.S. citizen/resident
 - Other category not listed above

NOTE: If you have a pending visa status, or are undocumented, you may select “Other Category Not Reported Above”.
This information is not reported to INS.
- What is your primary spoken language?
Tip: If you have not taken ESOL classes for more than 5 years select “English”
- You may apply for in-state tuition based on your own domicile or your spouse, parent or legal guardian's domicile:
OPTIONS:
 - I want to claim based on my own domicile – **Tip: If both of your parents are deceased and you have no adoptive or legal guardian OR you have legal dependents (children) OR you are financially self-sufficient OR you are a ward of the court or was a ward of the court until age 18 OR are a veteran or active duty member of the U.S. Armed Forces**
 - I am married and want to claim eligibility based on my spouse’s domicile – **Tip: If you are married**
 - **I want to claim eligibility using my parent's domicile – Tip: select this option if you live with your parent(s)**
 - I want to claim eligibility using my court appointed legal guardian’s domicile – **Tip: If you have a legal guardian**
- Answer additional domicile questions:
 - **NOTE: If your parent or guardian has a green card, you must provide their green card number. If you don’t have it you can enter 000000 to continue the application but will need to provide it later.**

Part 6: Supplemental Information 1

- Are you interested in taking online classes?
- Are you interested in learning more about the Honors Program at NOVA?

Part 7: Supplemental Information 2



After submitting your application, DON'T LOG OFF!!! Wait until you receive your EMPLID (this is your NOVA ID number), User Name, and Temporary Password. Please either write it down or take a picture of your credentials.

EMPLID:
Username:
Password:

Then log into your MyNOVA Account & Change password within 24-72 hours