

Transient Student Instructions for Using G.I. Bill® at Trident Technical College

Now that you have submitted all the required paperwork to the Admission's Office to attend as a guest student, here's what's needed as a guest student wanting to use G.I. Bill®:

1. In addition to your Transient form, Veterans Assistance must obtain a primary school letter from the VA rep at your home school that:
 - a. States your name, claim #, Chapter of benefits, name of parent school, degree, the courses taken (title and number). Please see example below:

NAME AND ADDRESS OF PRIMARY SCHOOL

Date

NAME AND ADDRESS OF SECONDARY SCHOOL

<Student's Name (Claim Number)> is a chapter <e.g., 30> student at <Name of School (facility code)> pursuing a <Name of Program, e.g. B.S. History degree>.

The course(s) listed below satisfy <Name of Program> requirements and will transfer at full value to <Name of School>.

List course(s) by title and number

Student intends to take the above course(s) at <Secondary School> <Identify term, e.g., spring term 2004> as a guest student. Please certify the courses to VA as the secondary school.

SIGNED BY THE CERTIFYING OFFICIAL TELEPHONE NUMBER

2. Once you have both forms (Transient Form and Primary School Letter), complete the Request for Certification form in your TTC Portal.
3. Sign into TTC Portal (top right of tridenttech.edu)>Menu (3 bars, top left)>Financial Life>My Veterans Assistance.
4. Complete Step 2 and add the Transient Form and Primary School Letter as attachments. Complete Steps 4 and 5(only if you are CH33-Post 9/11).
 - a. Option #2: You can also request your home school VA rep send the letter to veteransassistance@tridenttech.edu
5. Once those steps are done, Veterans Assistance can report your enrollment to the VA. Make sure to pay special attention to Step 4: Rules and Procedures so you're aware of TTC/VA policies.