

1. Have you ever applied to any Virginia Community College? Yes No If yes, most recent year: _____
 a. Have you ever been employed by a VCCS college? Yes No If yes, and you know your EMPL. ID, please provide: _____
2. Name: _____
 Last First Full Middle
3. Prefix: Mr. Miss Ms. Mrs. Other: _____
4. Suffix: Jr. Sr. II III Other: _____
5. Social Security Number: _____ - _____ - _____
6. Gender: Male Female
7. Are you a U.S. citizen? Yes No (If yes, continue to question #8) If no, what is your Country of Citizenship? _____
 What is your current immigration status with the U.S.?
 Not in U.S. – I am requesting _____ visa status.
 Currently in U.S.
 Permanent Status: Resident Alien Asylee Refugee A# (number), if any: _____
 Temporary Status: Specify visa type _____ and Expiration Date _____
 Are you requesting a change of status to an F-1 or M-1 visa? Yes No
8. Is English your native language? Yes No
9. Date of Birth: _____ / _____ / _____ (Month)/(Day)/(Year)
10. Racial / Ethnic Group: American Indian or Alaskan Native Asian or Pacific Islander Black Hispanic White
 Other: _____
11. Military Information: Active Duty Active Reserves Inactive Reserves Retired Veteran
 Military Spouse Military Dependent Child Service Branch: _____
12. Email address: _____ 13. Former Name: _____
14. Home Phone: (_____) _____ - _____
15. If you live in Virginia, provide your City or County of Residence: _____
 If you live outside of Virginia, provide the State and/or Country of Residence: _____
16. Mailing Address: _____
 (Street) (Apt./Suite)

 (City) (State) (Zip) (Country, if not USA)
17. If employed: Business Phone: (_____) _____ - _____ Extension: _____
18. Employer Name and Address: _____

19. I wish to begin classes in Year: 2009 _____ Fall Spring Summer

I certify 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:** _____

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification) handicap, national origin or other non-merit factors. Employer, date of birth, SS#, sex, and race information are optional and used for research, reporting and management of student records.

Please check the following class or classes you wish to attend:

Class#	Dept	Cat#	Title	Sect	Dates	Times	Location	Cost	Clock Hours	CEUs
<input type="checkbox"/> 33921	BUSC	1498	Communication Skills for Managers	DO1N	4/27-5/1	9 AM-1PM	Norfolk, Room 2505	\$280	20	2
<input type="checkbox"/> 33922	BUSC	1501	Fundamentals of Business Writing	DO1N	5/11-5/13	9 AM-2PM	Norfolk, Room 2505	\$215	10	1
<input type="checkbox"/> 33923	BUSC	1512	How to Sharpen Your Business Writing Skills	DO1N	5/18-5/22	9 AM-1PM	Norfolk, Room 2505	\$280	20	2
<input type="checkbox"/> 33925	BUSC	1525	Planning and Leading Productive Meetings	DO1N	5/25-5/29	9 AM-1PM	Norfolk, Room 2505	\$280	20	2



<input type="checkbox"/> 33926	BUSC	1492	Planning and Managing Change	DO1N	6/1-6/5	9 AM-1PM	Norfolk, Room 2505	\$280	20	2
<input type="checkbox"/> 33927	BUSC	1529	Successful Interviewing: Techniques for Hiring, Coaching and Performance Management meetings	DO1N	6/8-6/12	9 AM-1PM	Norfolk, Room 2505	\$280	20	2
<input type="checkbox"/> 33924	BUSC	1516	Interpersonal Communications Skills in the Workplace	DO1N	6/15-6/17	9 AM-2PM	Norfolk, Room 2505	\$215	10	1
<input type="checkbox"/> 33928	BUSC	1507	The Grammar and Proofreading Course	DO1N	6/16-6/18	9 AM-2PM	Norfolk, Room 2505	\$215	10	1

Method of Payment (please circle) **Check** **Money Order** **VISA** **MasterCard** **Military Authorization**

Bank Card No. _____ **Expiration Date** _____

Holders Name _____ **Signature** _____

Employer-Paid Tuition. Tuition paid for by Public Works Center Norfolk.

REGISTER BY MAIL, FAX or ON-SITE:

MAIL & WALK-IN: TCC Workforce Development, Martin Bldg, 5th Floor, 300 Granby Street, Norfolk VA 23510

FAX: (757) 822-1160 **PHONE:** (757) 822-1234 (for information)