

Instructions to Apply for the Veterinary Contract Spaces (VCS) program

### **Step 1 – Complete the Veterinary Contract Spaces Program application**

Either type or print legibly. KHEAA will not process an application unless it can be read easily.

### **Step 2 - Gather Kentucky residency documentation**

*Students currently enrolled at a Kentucky public institution and classified as in-state residents:*

- Request a letter from your institution's registrar's office that includes your residency classification. The letter must be sent to KHEAA along with your VCS program application.

*Students who are not currently enrolled at a Kentucky public institution:*

- A copy of your Kentucky driver's license.
- A copy of your most recent Kentucky tax return (Form 740).
  - If you are independent, you will need to submit your own tax return form.
  - If you are a dependent of your parents, you will need their tax return form.

### **Step 3 – Upload your application and documents**

1. Go to [www.kheaa.com](http://www.kheaa.com) and sign in (top right-hand corner of screen). First time visitors will need to register for a MyKHEAA account before they can sign in.
2. Once signed into MyKHEAA, locate and click on the Veterinary Contract Spaces link.
3. Follow the directions on the KHEAA document upload page to submit your documents.

**Note: KHEAA must receive a VCS program application from EVERY Kentucky resident who is seeking admission to one of the participating institutions** – Auburn University College of Veterinary Medicine or the University of Georgia College of Veterinary Medicine. You will not be placed on the Kentucky resident list for VCS consideration until after KHEAA receives a completed VCS application from you and determines Kentucky is your state of residence.

Students entering the VCS program during or after the 2027-2028 year will also be required to sign a written agreement with KHEAA *after* they have been extended and accept an offer of admission from a participating VCS institution. The agreement pertains to the Kentucky veterinary medical service requirement for program recipients. VCS funds will not be sent to the institution unless a written agreement is completed.

If you experience problems with the KHEAA document upload, or have questions regarding the application process or medical service requirement, please contact us at [studentaid@kheaa.com](mailto:studentaid@kheaa.com).