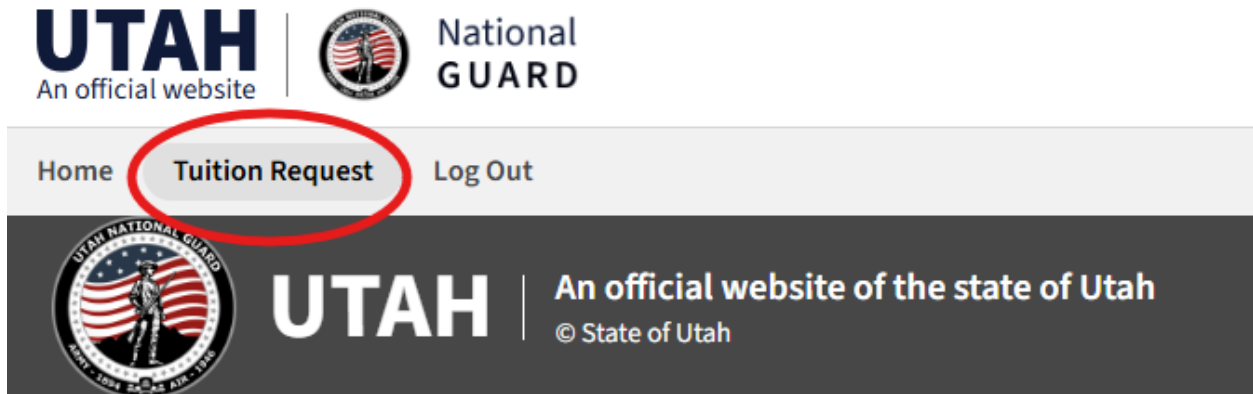
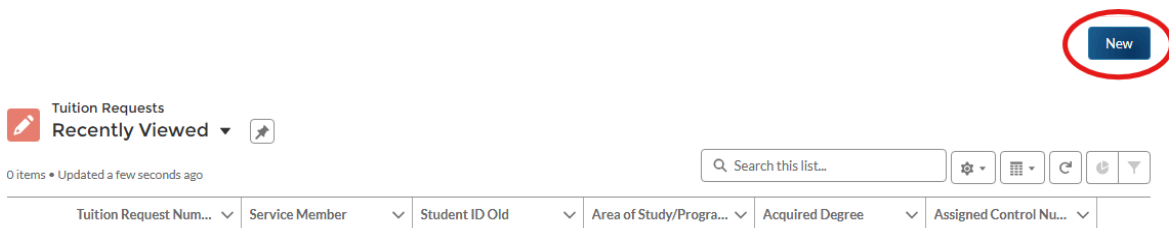


How To Apply for STA

1. Visit our application portal at <https://guard-statetuition.utah.gov/>
2. Login with your Utah ID. If you don't have one the system will create one. If possible use your civilian email.
3. Choose **Tuition Request**



4. Choose **New**



5. Enter data into the required fields and **save**

A screenshot of the 'New Tuition Request' form. The form has a title 'New Tuition Request' and three required fields, each marked with a red asterisk: 'Student Id', 'Quarter/Semester Start Date', and 'Quarter/Semester End Date'. Each field has a corresponding input box. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

6. Click **start** to begin with the General Contact Info Section

TUITION REQUEST

TR-01373

General Contact Information

There are multiple sections to be completed as a part of your Tuition Request. First section is General Contact Information and the final section may be State Tuition Waiver (STW) or State Tuition Assistance (STA): Course Fee(s) / Student Fee(s).

Click "**Start**" to begin with the General Contact Info section and when all applicable sections are completed click "**Submit**" to finish your Tuition Request.

Also, please note that STW applications are only available January through April.

**Note: If your Component = Army National Guard, Rank = Cadet and Scholarship Cadet = Yes.*

Please have a Signed Form or Memorandum from your Professor of Military Science (PMS) available with you to upload during updating your contact information.

Acceptable Formats: .pdf, .doc, .docx, .jpeg, .jpg. Max file size: 5Mb

Start

7. Fill in the required fields and click **Save General Contact Info.**

▼ Military Information

* Component

--None--

* Separation Date

* Duty Status

--None--

* Unit Name

▼ Educational Institution Details

* Educational Institution Name

Search Accounts...

☐ Unable To Find Educational Institution?

Save General Contact Info.

8. Click **Start Request**

Tuition Request Eligibility

Click "**Start Request**" button to begin the screening process.

Start Request

9. Complete the Tuition Screening Process

10. For the question “Are you attending school full-time or part-time?” Answer **Part-Time** or **Full-Time**

* Are you attending school full-time or part-time?

Part-time

11. For “Did you apply for Federal Tuition Assistance?” Answer **yes** or **no**, then click **Next** to continue

* Did you apply for Federal Tuition Assistance?

Yes

After you finish selecting / Entering, click 'Next' to continue.

Previous

Next

12. Click **Start STA**

State Tuition Assistance

Click 'Start STA' button to begin the screening process.

* Note: Please have your Course Schedule and Total Costs Incurred documents available to be uploaded for this process.

Acceptable formats: .pdf, .doc, .docx, .jpg, .jpeg. Max file size: 5Mb

Start STA

13. Answer the top three questions

▼ State Tuition Assistance Request

* Cumulative GPA

* Desired Credential or Degree

--None--

Remaining Credit Hours




--None--

14. Upload official course schedule, with the students name on it

15. Upload official invoice with the students name on it

16. Upload any other financial assistance documents. (e.g. FTA, GI Bill 9-11 Percentages, scholarships, etc.)

Acceptable formats: .pdf, .doc, .docx, .jpg, .jpeg. Max file size: 5Mb

* Upload Course Schedule  Upload Files Or drop files
* Upload Total Costs Incurred  Upload Files Or drop files
Other File(s)  Upload Files Or drop files

17. Sign and click **Save STA**

* I have reviewed and completed this application request in accordance with the Utah State Tuition Assistance Policy. Submitting this request to the STA Officer implies that I have read and agree to the Statement of Agreement. The information I have provided is true and correct. (Please type in your full name in the box below)

Jane Doe

Save STA

18. Click **Start Course(s)** and input courses to **match the official school invoice**

Course(s)

Click ' **Start Course(s)** ' button to add the Course(s) to this Tuition Request.

Start Course(s)

19. Add notes as required

20. Click **Start Student Fee(s)** - DO NOT include course fees

Student Fee(s)

Click ' **Start Student Fee(s)** ' button to add Student Fee(s) to the Tuition Request.

Start Student Fee(s)

21. STUDENT MUST HIT SUBMIT FOR THE TUITION REQUEST TO BE
PROCESSED

Submit