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**
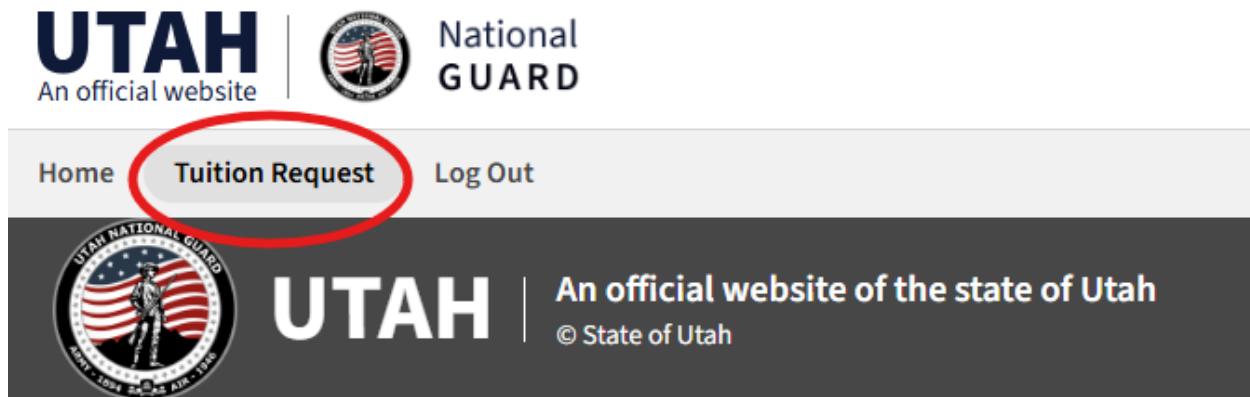
4. Choose **New**
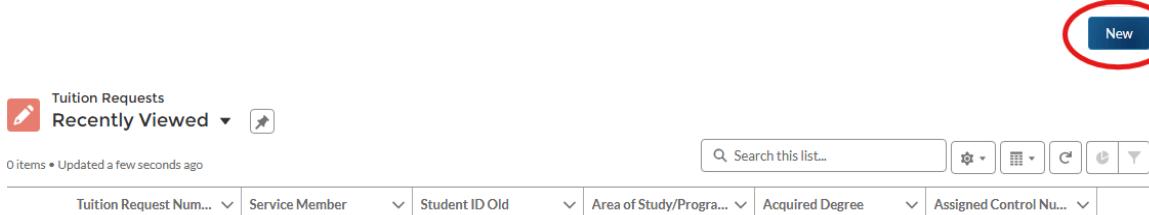
5. Enter data into the required fields and **save**

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 **School, Student Name, Student ID, Courses, Course start & end date, and credit hours**
15. Upload official invoice with the school and student name and student ID 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
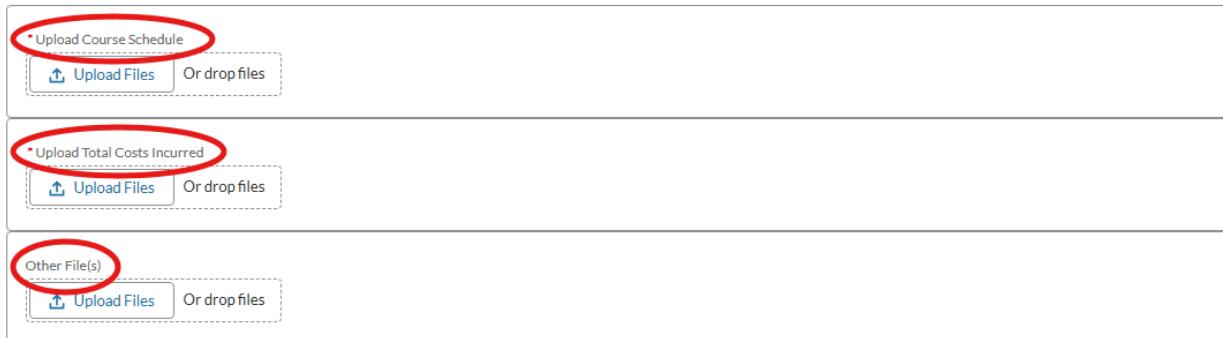
* Upload Course Schedule

⬆ 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