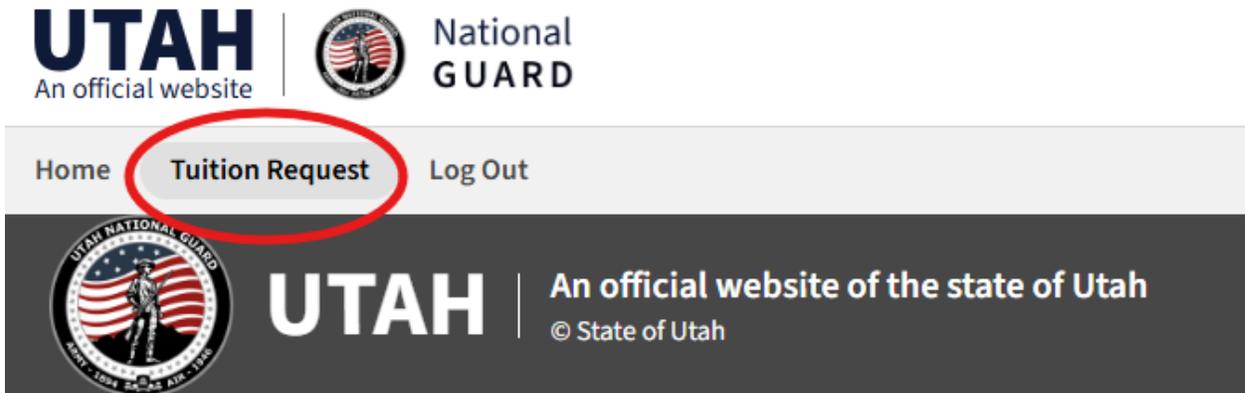


How To Apply for STA

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**

The image shows a form titled 'New Tuition Request'. It contains three required fields, each with a red asterisk: 'Student Id', 'Quarter/Semester Start Date', and 'Quarter/Semester End Date'. Each field has a corresponding input box. The 'Start Date' and 'End Date' fields also have a calendar icon. At the bottom right of the form, 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 **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 <input type="button" value="Upload Files"/> Or drop files
* Upload Total Costs Incurred <input type="button" value="Upload Files"/> Or drop files
Other File(s) <input type="button" value="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	<input type="button" value="Save STA"/>
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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.

<input type="button" value="Start Course(s)"/>

19. Add notes as required

20. Click **Start Student Fee(s)** - DO NOT include **TUITION** under student fees

Student Fee(s)

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

<input type="button" value="Start Student Fee(s)"/>

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

Submit