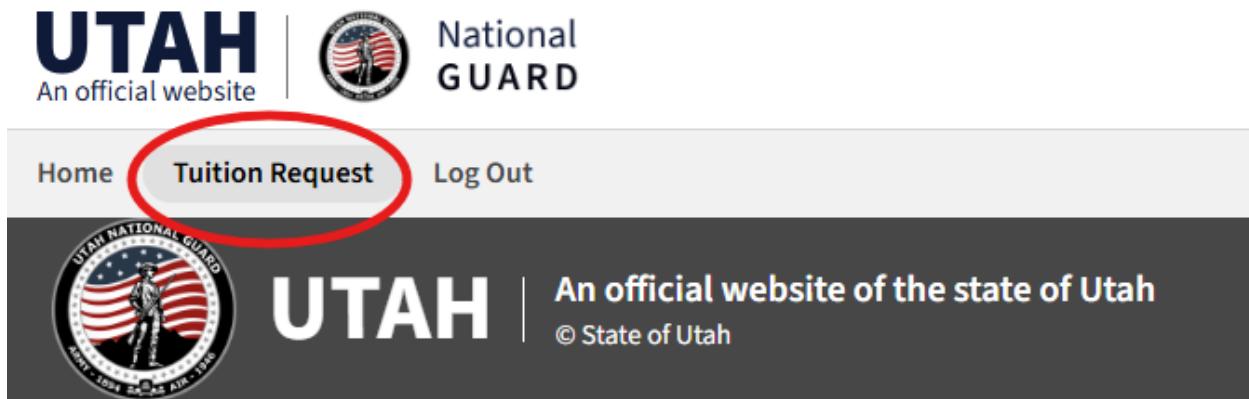


How To Apply for STA

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 applicable TR from the list

Choose the TR with the same courses as the grades you are inputting. In most cases this is the previous TR.

A screenshot of a 'Tuition Requests' page. It features a red pencil icon and the text 'Tuition Requests' and 'Recently Viewed ▾'. Below this, it says '1 item • Updated a minute ago'. A dropdown menu is open, showing 'Tuition Request Num... ▾' with the item '1 TR-01663' listed.

5. Scroll to the bottom of the page to **Grade(s)** and click **Start Grades**

A screenshot of a 'Grade(s)' section. It has a heading 'Grade(s)' and a note: 'Click 'Start Grades' button to begin the process to upload Grade(s.)'. Below this, there is a note: '* Note: Please have your Transcripts, Grade(s) documents available to be uploaded for this process. Acceptable formats: .pdf, .doc, .docx, .jpg, .jpeg. Max file size: 5Mb'. At the bottom right, there is a blue button with the text 'Start Grades' which is circled in red.

6. Select the course and click **Next**

Grade(s)

Select Course to upload the Grade(s) and click Next

1 of 1 item • 0 items selected

Course Title	Course Number	Tuition Request Number	School/Institution Name
History to 1950	His 1010	TR-01663	University of Utah

Search this list...

Previous **Next**

7. Enter the Grade Information and click on **Create Grade(s)**

Grade(s)

Enter the Grade information below and click on Create Grade(s)

Creating Grades for: History to 1950

* Document Description
Transcript

* Grade Type
Letter Grade

* Grade Received
B+

Previous **Create Grade(s)**

8. Upload Unofficial Transcript

Grade(s)

Upload Grade File for: History to 1950

Upload Files
 Or drop files

Upload File(s)

9. After successfully submitting your grades, you should receive the following message

Grade(s)

Your responses for Grade(s) were successfully saved. National Guard team would review the **Grade(s)** submitted and would let you know of any Approval status.

Please reach out to **Utah National Guard Education Service(s)** for any questions at:

Army Education Email:
ng.utarng.mbx.education-office@army.mil

Education Office: 801-432-4400 Option 6