

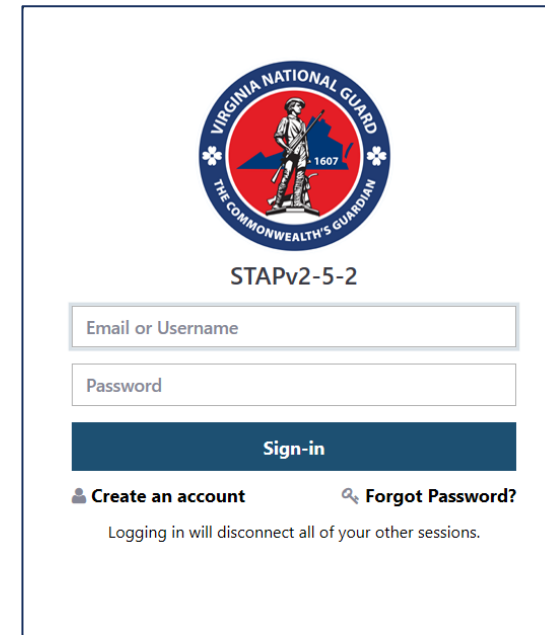
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# HOW TO APPLY FOR TUITION ASSISTANCE

1. Create an Account
2. Complete Personal Information
3. Create Tuition Assistance Application
4. Send Documents by Mail
5. After Application Submission

# CREATE AN ACCOUNT

- Go to STAP: <https://stap.vaarng.com/>
- Click on Create an Account below the Sign-In
- Provide the requested information
  - What do I need to create an account?
    - You will be asked to provide your email address, name, DoD ID, and telephone number
  - Where can I find my DoD ID?
    - For CACs (Common Access Card) issued after June 2011, the 10-digit DoD ID number is displayed on the back of the card
- You will receive an email when your account was successfully created
- (!) Click on the link in the email to activate your account and access the system



**STAPv2-5-2**

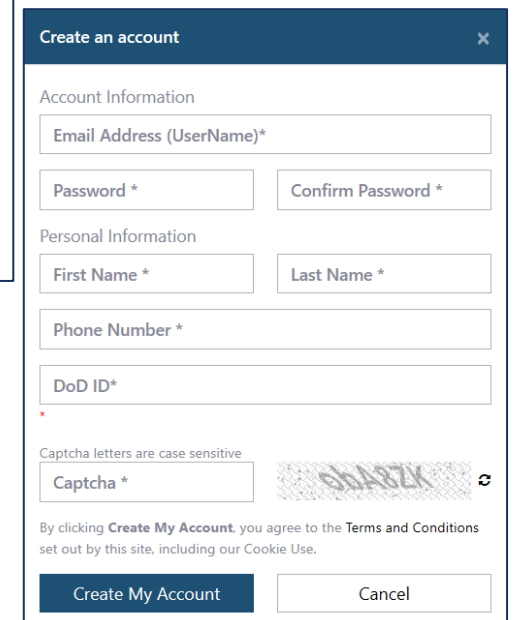
Email or Username

Password

**Sign-in**

[Create an account](#) [Forgot Password?](#)

Logging in will disconnect all of your other sessions.



**Create an account**

Account Information

Email Address (UserName)\*

Password \* Confirm Password \*


Personal Information

First Name \* Last Name \*

Phone Number \*

DoD ID\*

Captcha letters are case sensitive

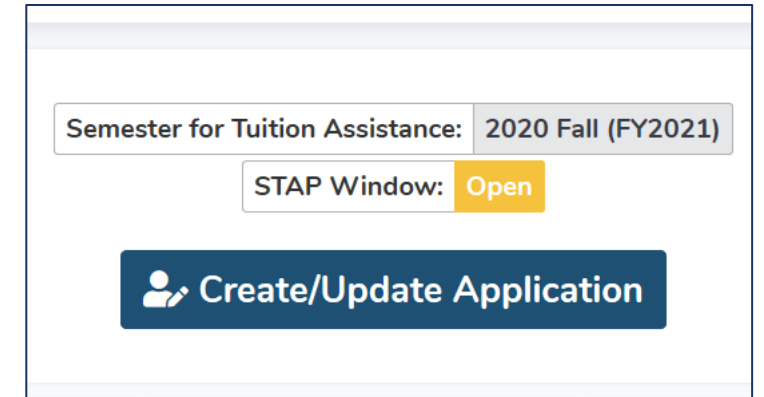
Captcha \* 

By clicking **Create My Account**, you agree to the [Terms and Conditions](#) set out by this site, including our [Cookie Use](#).

**Create My Account** Cancel


# COMPLETE PERSONAL INFORMATION

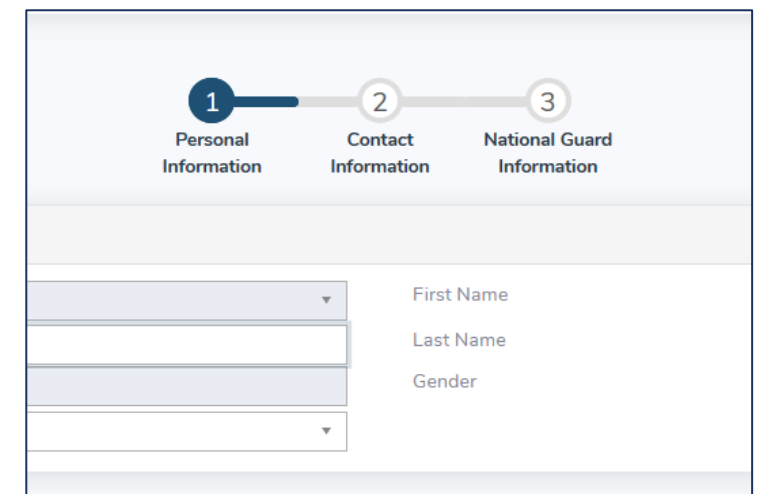
- Login with your username (email) and password (<https://stap.vaarng.com/>)
  - You will see the homepage of the STAP Application
- Click on “Create/Update Application”
  - Only available when the STAP Window is open
- In 3 steps you will be asked to provide your personal and National Guard information
  - Have the following information at hand:
    - Address, Highest Degree Completed, Branch, Unit, Rank, Initial Basic Training Completed (Y/N), Pay Entry Base Date (PEBD), ETS Date, Activated Days, Drill Status
- When step 3 is saved, it will go to the Application part



Semester for Tuition Assistance: 2020 Fall (FY2021)

STAP Window: **Open**

 Create/Update Application



1 2 3

Personal Information Contact Information National Guard Information

First Name

Last Name

Gender

# CREATE TUITION ASSISTANCE APPLICATION

- It takes 3 steps to Submit your Application
  - What do I need to create an Application?
    - Degree you are working on, School & Student Id (max.3), and the requested Number of Credit Hours
- Provide the School and Requested CHs in Step 2
  - If you are applying for more schools, add an extra record
- When you are ready with your application, click on Submit in step 3
- You will be sent to the homepage

A progress indicator showing three steps: 1. Application Information, 2. Tuition Assistance Request, and 3. Application Submission. Step 1 is highlighted with a blue bar and a blue circle containing the number 1. Steps 2 and 3 are shown with grey bars and grey circles containing the numbers 2 and 3 respectively.

A screenshot of the application form. It features two dropdown menus. The first dropdown menu is set to "2020 Fall (FY2021)" and the second is set to "Business Administration". Below the dropdowns are three buttons: "Save & Stay", "Save & Next →", and "Submit".

## SEND DOCUMENTS BY MAIL

- After you have submitted your application, go to your email inbox
  - You will receive an email with the Promissory Note and Grade Release Form
- Print, sign and send these documents by postal mail
  - Your application will not be approved until these documents have been received by the Education Department

You have completed your application for Tuition Assistance!

## AFTER APPLICATION SUBMISSION

- The Tuition Assistance Staff will get notified of your submission
- They will first review your personal information and update your eligibility
  - They may contact you if there are any questions
- Then they will review your Application for Tuition Assistance
  - You will receive an email if there is a change in your Application Status
  - You can see the Application details on the homepage

The screenshot shows a user interface for Tuition Assistance. At the top, it indicates 'Eligible for Tuition Assistance: YES' in a green box and 'Personal Information : Information Updated' in a grey box. Below this, there are two main status boxes: a green box with a clipboard icon labeled 'Submitted APPLICATION STATUS' and a dark blue box with a dollar sign icon labeled '\$0.00 AMOUNT APPROVED THIS SEMESTER'. At the bottom, there are two navigation links: 'My Tuition Assistance Records' with a link icon and 'My Information' with a right-pointing arrow icon. On the right side, there are partial links for 'Other Tuit' and 'List of Sch'.