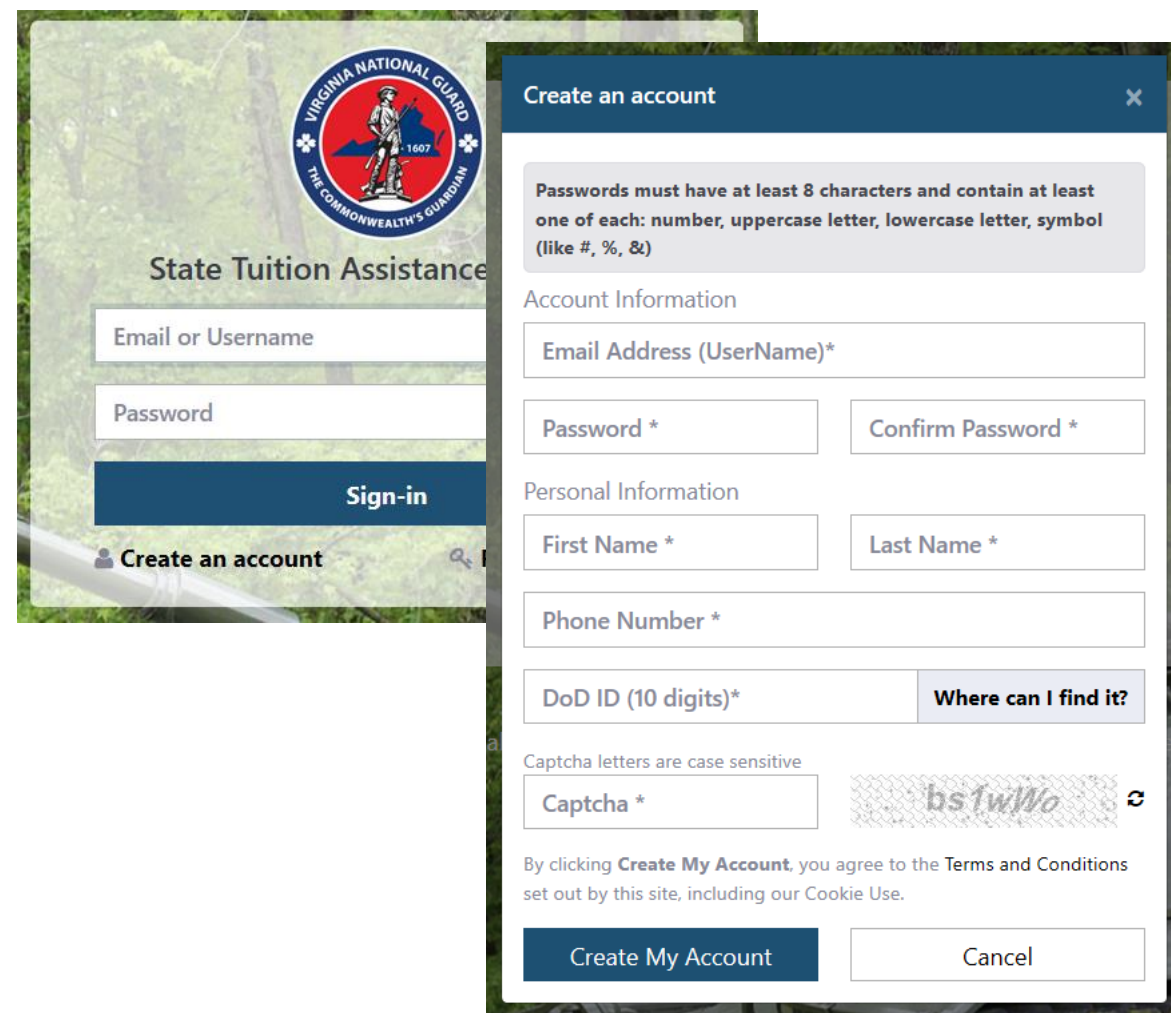

HOW TO APPLY FOR TUITION ASSISTANCE

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

- 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
- (!) Use the code in the email to activate your account and access the system



State Tuition Assistance

Virginia National Guard
The Commonwealth's Guardian
1607

Email or Username

Password

Sign-in

Create an account

Create an account

Passwords must have at least 8 characters and contain at least one of each: number, uppercase letter, lowercase letter, symbol (like #, %, &)

Account Information

Email Address (UserName)*

Password *

Confirm Password *

Personal Information

First Name *

Last Name *

Phone Number *

DoD ID (10 digits)*

Where can I find it?

Captcha letters are case sensitive

Captcha *

bs1wWo

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
 - 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, and Drill Status
- When step 3 is saved, it will go to the Application part

Semester for Tuition Assistance:	2020 Fall (FY2021)
Application Window:	Open
Window Open:	05/26/2020
Window Closed:	07/10/2020

 + Create/Update Application

1 Personal Information 2 Contact Information 3 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, and the requested Credit Hours for the semester
- Provide the School and requested Credit Hours in step 2
 - If you are applying for more schools, add an extra record
- In step 3, read and agree to the conditions
- When your application is complete, **click on the red Submit button**
- You will be sent to the homepage
- **Check your email inbox** for the Promissory Note and Grade Release form

The screenshot shows a progress bar with three steps: 1. Application Information (highlighted), 2. Tuition Assistance Request, and 3. Application Submission. Below the progress bar, there are two dropdown menus. The first dropdown menu is labeled "Semester *" and the second dropdown menu is labeled "Major *".

The screenshot shows the "Application Submission" step. It features a checkbox with the text "I agree to submit my grades within 30 days after the end of the semester" and a checked box. Below this, there is a large yellow highlighted area. At the bottom, there are three buttons: "Cancel", "Save & Close", and "Submit".

SEND DOCUMENTS BY MAIL

- After you have submitted your application, go to your email inbox
 - You will receive an email with an attachment that includes the Promissory Note and Grade Release Form
- Print and sign both documents (each one page) send these documents by postal mail
 - The mailing address is on page 2
- **Your application will not be approved until the signed Promissory Note and Grade Release Form have been received by the Education Department**

AFTER APPLICATION SUBMISSION

- The Tuition Assistance Staff will get notified of your submission
- When the signed Promissory Note and Grade Release Form have been received, they will review your application
 - Personal information including eligibility
 - Request for Tuition Assistance
- They may contact you if there are any questions
- You will receive an email if there is a change in your Application Status. You can also login to check the status.
- <https://statetuition.vangweb.com/>

The screenshot displays a user interface for a tuition assistance portal. At the top right, there is a red button labeled "View My Information". Below this, a green box with a clipboard icon indicates the application status is "Submitted". To the right, a dark blue box with a dollar sign icon shows the "AMOUNT APPROVED THIS SEMESTER" as "\$0.00". Below these boxes, there are two main sections: "My Tuition Assistance Records" with a link to "My Information" and a partially visible "Other" section with a link to "List d".