

# Air Force Federal Tuition Assistance (FTA) Checklist

Updated: 3/15/22



## Murray State University (MSU) Process

### 1. Apply for admission at Murray State University:

<https://www.murraystate.edu/admissions/apply.aspx>

- Submit application:
  - **FREE application by using**  
**PROMO Code: VETS**
- **You are considered a TRANSFER Student.** You have earned credits during your military service on your Joint Service Transcripts.
- Request that your previously attended colleges, if any, send official transcripts electronically to Transfer Center at [msu.transfercenter@murraystate.edu](mailto:msu.transfercenter@murraystate.edu)
- Go to <https://jst.doded.mil/official.html> to request a copy sent to MSU electronically. JST review **must** be completed upon the admission stage

### 2. Receive your decision letter from Murray State:

- If accepted, look for an email with login information for your student myGate account. Log in at [mygate.murraystate.edu](http://mygate.murraystate.edu)
- Contact MSU Veterans Affairs Office to ensure you are listed as **Active Duty**. This is important to ensure your tuition rate is correct. A copy of your drivers license and military orders are required.



## Air Force Tuition Assistance Process

### 1. Request Tuition Assistance (TA)

- **Caution:** Start the TA application 45 days prior to the term start date. Applications will not be authorized after the term start date.
- Check with individual Commands and Education Centers for site-specific processes.
- Go to [www.my.af.mil](http://www.my.af.mil) and complete a TA Request Authorization Form.
- Once TA application is approved, provided the TA Authorization Voucher to MSU Veterans Affairs Office by email: [msu.va@murraystate.edu](mailto:msu.va@murraystate.edu)
- Report any changes to your Command Education Center.

### 2. Complete Certification Request Form (CRF)

- If you have registered for class(s) and have approved TA, now complete the CRF.
- **Must be completed each semester.** On myGate under the Academics tab, select Veteran Affairs window, and click on Certification Request Form **OR** go to <https://www.murraystate.edu/military/veterans/index.aspx> and click on Certification Request Form.

Questions? Additional Assistance Needed?

Contact the MSU Veteran & Military Student Success Office at (270) 809-3754 or [msu.va@murraystate.edu](mailto:msu.va@murraystate.edu)

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MURRAY STATE  
UNIVERSITY

## 3. Apply for Scholarships (Encouraged)

- <https://murraystate.edu/scholarships> or login to myGate and select the “Financial Aid/Scholarship” tab

## 4. Complete FAFSA (Encouraged)

<https://studentaid.ed.gov/sa/afsa>

## 5. Attend Orientation (Encouraged)

- To register and review available orientation dates visit <https://www.murraystate.edu/orientation/index.aspx>



## 3 . Tuition, Books & Online Fees:

**This applies to both Undergraduate & Graduate level courses.**

- Tuition is \$750 per class
- Free Text books!
  - Course text books must be charged to the University Book Store. Once Approved TA Form is provided, credit will be issued to book store account.
- Online Course Fees are waived
- Graduation Fees are waived

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