

Army Federal Tuition Assistance (TA) 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
 - 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
 - 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.



Army 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.
 - Go to <https://www.armyignited.com/app/> to register for ArmyIgnitedED account.
 - Check with individual Commands and Education Centers for site-specific processes.
 - Request an Educational Path in relation to the degree of choice. Select "ID Card" associated with your selected degree.
 - MSU Representative will develop a degree path and upload to ArmyIgnitedED.
 - Register for class(s) for upcoming semester.
 - Complete a TA Request Authorization Form.
 - Once TA application is approved, provide the TA Authorization Voucher to MSU Veterans Affairs Office by email: msu.va@murraystate.edu
 - Report any changes to your Command Education Center.

Questions? Additional Assistance Needed?

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

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3. Apply for Scholarships (Encouraged)

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

4. Complete FAFSA (Encouraged)

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

5. Attend Orientation (Encouraged)

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

2 . Complete Certification Request Form (CRF)

- o If you have registered for class(s) and have approved TA, now complete the CRF.
- o **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.

3 . Tuition, Books & Online Fees:

This applies to both Undergraduate & Graduate level courses.

- o Tuition is \$750 per class
- o Free Text books!
 - o 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.
- o Online Course Fees are waived
- o Graduation Fees are waived

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