



MILITARY TUITION ASSISTANCE (TA) CHECKLIST

STEP 1: APPLY TO UTEP

- Apply Online**
 - Undergraduate: www.applytexas.org
 - Graduate: <https://apply.embark.com/grad/UTEP/22/>
 - GoArmyEd: www.goarmyed.com
- Submit Official Transcripts or Test Scores**
 - UTEP Fort Bliss Office Building 406 or
 - Undergraduate:
 - The University of Texas at El Paso
 - Office of Admissions & Recruitment
 - Mike Loya Academic Services Bldg., Room 102
 - 500 West University Ave.
 - El Paso, TX 79968
 - Graduate:
 - The University of Texas at El Paso
 - Graduate School
 - Mike Loya Academic Services Bldg., Room 223
 - 500 West University Ave.
 - El Paso, TX 79968
- Submit Joint Services Transcript (JST)**
 - <https://jst.doded.mil/smart/signIn.do>
- Select UTEP as “Home School” in GoArmyEd**
- Complete Military Waiver** (Non-Texas residents only)
- Submit Proof of Bacterial Meningitis Vaccine** (Under 22 years old only)
- Submit Federal Student Aid Application (FAFSA)** Optional
 - www.fafsa.ed.gov (UTEP School Code **003661**)
- Contact the Center for Accommodations and Support Services (CASS)**
If applicable
 - 915-747-5148 or cass@utep.edu
 - <http://sa.utep.edu/cass/>

STEP 2: WELCOME TO UTEP

- Schedule and Attend Orientation**
 - www.utep.edu/minerinsider
- Make Appointment with Advisor**
 - 915-747-5290 or eadvice@utep.edu
- Register for Courses at UTEP through your Goldmine Account**
 - <https://my.utep.edu/newgoldmine/>
- Upload Advisor-Signed Degree Plan in GoArmyEd**
- Register for UTEP Courses in GoArmyEd**
- Check your balance and make a payment on Pete’s Payment Options before the first day of class**
 - https://secure.touchnet.net/C21711_tsa/web/login.jsp

TUITION ASSISTANCE PROCEDURE

- Create GoArmyEd account on www.GoArmyEd.com or visit the Fort Bliss Education Center Building 408.
 - Request TA through GoArmyEd prior to the course start date or before the school's late registration period but no later than seven (7) days after the course start date.
 - GoArmyEd will notify the Soldier whether the TA is approved or not. If not approved, reason will be provided along with next steps.
 - All drops/withdrawals must take place through GoArmyEd and UTEP. Courses must be dropped before UTEP drop deadlines. TA for incomplete classes will have to be repaid by the Soldier; however, if it is due to military reasons, the Soldier must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.
 - Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year. Soldiers in the rank of E7 or above do not need their commander's signature. However, by signing this document they agree to the terms of this TA SOU. Soldiers in the rank of E6 or below must have their commander's signature. GoArmyEd will send a notice to students 90 days before the due date.
- * TA Regulation - AR 621-5.



**MILITARY STUDENT
SUCCESS CENTER**

UTEP Library Room 205 | 915-747-5342
Fort Bliss Office Building 406 | 915-744-1382
military.utep.edu | mssc@utep.edu