

# TUITION ASSISTANCE CHECKLIST

1. Create an ArmyIgnitED account by logging onto <https://www.armyignited.army.mil> or <https://www.armyignited.army.mil/student/public/welcome>.
1. Visit the Career Decide website (<https://www.careerpathdecide.org>) or the Kuder Journey website (<https://dantes.kuder.com>) to begin career exploration and determine what career you would like to prepare for.
2. Visit the TA Decide website (<https://www.dodmou.com/TADECIDE/>) to research Academic Institutions and degree plan options once you've determined the education you need for your chosen career field.
3. Contact potential Academic Institutions for more information and speak with an Education Counselor for assistance finalizing an education goal.
4. Once you have chosen an Academic Institution, discuss admissions policies and procedures with an Admissions Counselor and apply for acceptance directly through the Academic Institution (if necessary).
5. Apply for federal financial aid through the FAFSA website at <https://fafsa.ed.gov/> and research additional scholarships through [www.militaryscholar.org](http://www.militaryscholar.org).
6. Ask your Academic Advisor (or school POC) to create your Evaluated Degree Plan and determine which classes you need to complete in order to earn your chosen degree. In order for your Academic Institution to create the Evaluated Degree Plan you will need to submit all previous college transcripts as well as your Joint Services Transcript (JST) for evaluation.
7. Submit your education goal request through ArmyIgnitED and upload your Evaluated Degree Plan. An Evaluated Degree Plan must be uploaded to ArmyIgnitED by the time you have completed six semester hours at your Academic Institution or your ArmyIgnitED account will go on hold.
8. Request TA through ArmyIgnitED. You can request TA for a class up to 60 days prior to the term start date but a TA request must be submitted **NO LATER THAN** seven days prior to the class start date. All TA requests must be approved prior to the term start date.
9. Register for classes through the Academic Institution's portal.
10. Print your approved TA document and provide that document to your Academic Institution (if required).