

# Document & Submission Checklist for CONG State TA Applicants

Collect all required documents listed below and have each of them in an electronic PDF format before beginning your State TA Application.

All documents must be submitted every semester to maintain eligibility.

**REQUIRED**



## DOCUMENT #1: ORIGINAL CO NATIONAL GUARD CONTRACT

**If you are ARMY National Guard *Enlisted* Submit:**

### **DD FORM 4 Enlistment Contract for CO National Guard**

Attach all pages. We must be able to verify your original Date of Entry into the CO National Guard.

**\*If you re-enlisted in the CO National Guard in the last year, attach Re-Enlistment packet as well. See Re-Enlistment Document #4 requirements below.**

**NGB 22-5R form:** For interstate transfers that have served a minimum of 6 months in the **CO National Guard** and **do not** have a CO National Guard enlistment contract.

Attach all pages.

OR

**If you are an ARMY National Guard *Officer* Submit:**

**OATH OF OFFICE NGB FORM 33:** Attach all pages. Must be for CO National Guard only. and

**Officer Record Brief (ORB):** We must be able to verify your current Mandatory Retirement Date (MRD). You may redact all other information except your name, MRD and Civilian Education.

All required paperwork is available in your IPERMS and the SIBX system (tab print out



from SIB X under Assignment Last Reason). If not, contact your Unit Administrator for assistance.

 **NOT PERMITTED**

- Annexes to DD Form 4's
- Enlistment or IST paperwork from other states where you previously served.

***IF YOU ARE AIR NATIONAL GUARD, SEE NEXT PAGE***



**If you are AIR National Guard *Enlisted* Submit: DD FORM 4 for CO National Guard:**

Attach **all** pages. We must be able to verify your original Date of Entry into the CO National Guard.

**\*If you re-enlisted in the CO National Guard in the last year, attach Re-Enlistment packet as well. See Re-Enlistment Document #4 requirements below.**



**If you are an AIR National Guard *Officer* Submit:**

**OATH OF OFFICE NGB FORM 337 or AF FORM 133:** Attach **all** pages. Must be for CO National Guard only.

**and**

**Career Data Brief (CDB):** We must be able to verify your current Mandatory Separation Date (MSD/MRD) if you are an O5 and up. You may redact all other information *except* your name, MSD and Civilian Education.

**Accessing your contracts through the Air Force Portal:**

Select PRDA (Personnel Record Display Application). If your contract is not available, please contact your CSS (Command Support Staff) for assistance.

**Accessing your Career Data Brief:**

Log into vMPF

- Click on "Career Data Brief" under "Most Popular Attractions"
- Click on "View CDB"
- right click to print

 **NOT PERMITTED**

- Annexes to DD Form 4's.
- Enlistment or IST paperwork from other states where you previously served.



## DOCUMENT #2 *DETAILED* COURSE SCHEDULE

- **TIP:** If you are unsure about how to access a detailed course schedule contact your school's registrar's office.

### Required components of a detailed course schedule (every school offers one):

- **Your name**
- **# of credit hours**
- **Course name**
  
- **Attending more than one school?** Make sure you have separate detailed course schedules for each school.
- Your schedule(s) **must** be from your student portal or an academic advisor.

### **NOT PERMITTED**

- Calendar/weekly views of a course schedule from your student portal.
- Course descriptions from your school catalog.
- Self-made schedules.
- Print screens of courses in a shopping cart.

## DOCUMENT #2 *DETAILED* COURSE SCHEDULE - *SUPPLEMENTAL*

- Submit **ALL** documents listed below:
  - A letter of acceptance/enrollment from your institution  
-----**AND**-----
  - A letter from your school's Academic Advisor stating the following details:
    - The number of credit hours they anticipate you will be scheduled for.  
-----**AND**-----
    - The date they anticipate you will be scheduled.
    - Letters from Academic Advisors must have your school's letterhead and the Academic Advisor's contact information!



**WARNING:** This option is only available to you if you are attending an institution where



new student orientation is required, and your schedule will not be available until after the State TA deadline.



### DOCUMENT #3 TUITION COST BREAKDOWN

- Every school has a tuition table on their webpage for the semester you are applying.
- **Examples of other acceptable cost breakdowns:** student account or ledger card showing the tuition charges for the **current** semester you are applying.
- For Fall applicants applying in early June: if tables are not available on your school's website, please contact their billing office.

### **NOT PERMITTED**

- Student accounts or ledger cards from *previous* semesters



### DOCUMENT #4 RE-ENLISTMENT DOCUMENTS

#### **ARMY National Guard Submit:**

**DA FORM 4836 Oath of Extension Document for CO National Guard.** Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.



#### **AIR National Guard Submit:**

**AF Form 418 for CO National Guard.** Provide a completed re-enlistment packet with both you and your Unit Commander's signatures.



**WARNING: AIR National Guard Members: AF Form 418** must have all the criteria listed below in order to be considered an acceptable document:

- ✓ Recommended for Re-Enlistment box is checked
- ✓ Selected for Re-enlistment box is checked
- ✓ Remarks specify that applicant is intending to re-enlist
- ✓ Remarks specify the date of expected completion of the re-enlistment packet
- ✓ Signature and date from Unit Commander





**WARNING:** Re-enlistment paperwork is only required from you if your Estimated Term of Service (ETS) is before the last day of your semester, or you are using it as support for your current ETS due to a re-enlistment in the last year. Review your enlistment contract and class schedule. **If your MRD is before the last day of the semester, you are ineligible to apply for State Tuition Assistance.**

**If you are outside the 90 day window to re-enlist and will not have a re-enlistment packet by the deadline, please see the supplemental document requirements below.**



#### **DOCUMENT #4 RE-ENLISTMENT PACKET-*SUPPLEMENTAL***

➤ **Submit ALL documents listed below:**

- A letter specifying your intent to reenlist or memorandum from your CO National Guard Unit Commander

-----**AND**-----

- The estimated date of completion of your re-enlistment packet

-----**AND**-----

- Your Unit Commander must sign your intent to re-enlist or the memorandum document. An ink or Adobe verified e-signature is accepted.



**WARNING:** This option is only available to you if you intend to re-enlist but cannot yet due to the 90 day re-enlistment requirement.





## REVIEW THE STEPS BELOW BEFORE SUBMITTING YOUR APPLICATION

Once you have collected all required documents, you are now ready to begin your online application by visiting: <https://congstateta.fluidreview.com/>

You will be required to create a new username and password. Make sure whichever email you use, it is one you check often as all notifications will be sent to this email address.

Carefully answer all questions on your online application and provide all the documents from the checklist above. Use the document checklist to ensure you are not missing any information components from the forms you are submitting.

You have the ability to review each of the documents you are submitting. A common mistake students make is not reviewing their course schedules for all the required components. Double check that yours has all required components to avoid having your application rejected or disqualified.

Failure to follow these instructions could lead to disqualification of your application. Take an extra minute and review the information and documents you have provided.

## WHAT WILL HAPPEN NEXT?

Now that you have submitted your online application the processing of reviewing your application will begin.

If it is determined you are eligible, you will be notified via email and provided a time sensitive letter with instructions. **This usually occurs on or before your first week of classes at your institution. Please continually check both your inbox and junk mail for notifications.**



Your school will also be notified of your eligibility for the semester. Once you receive a State TA award letter, you must sign/date it and provide to your school's billing department. **This is the last step and most important step in the process for you!**

**Please note: The eligibility review period can take several weeks after you submit your online application, so please be patient with our office while we review your file.**

For additional questions please visit our FAQ's Page at: [www.colorado.gov/dmva](http://www.colorado.gov/dmva)

**END**

