

MILITARY CHECKLIST

Active Duty • Guard • Reserve

If you are a United States Military member who is on orders and are interested in applying to be a student at Wichita State University, please use the following checklist to help you begin the process.

- Contact the Military Education Specialist at WSU-McConnell for information and guidance
 - Paperwork will be provided and discussed

ADMISSIONS:

- Apply for admission either in person at the WSU-McConnell office or online at www.wichita.edu and click the ADMISSIONS link
- Find out about transferring all of your college credits by visiting the WSU Transfer Gateway at <https://www.wichita.edu/admissions/transfertowsu/>

FEDERAL TUITION ASSISTANCE (T.A.): *See second page for other Tuition Assistance options

- Attend a Tuition Assistance brief
 - Any military service member on orders
 - This will need to be redone if member is out of school for one year or longer
 - MAFB Education Center Office at 11:00 a.m. every Wednesday (check-in prior)
- Obtain your degree plan from WSU Advisor
- Process through the Air Force Virtual Education Center (AFVEC) Portal
- Submit your T.A. to the Military Education Specialist or WSU Finance office

ADVISING:

- Meet with the Military Education Specialist at WSU-McConnell to schedule advising or follow the instructions sent via email
- Contact a Financial Aid Advisor, even if using T.A., to clarify all financial obligations and options
- Follow-up with your Military Counselor after enrollment and T.A. submission

ENROLLMENT:

- Sign-in to MyWSU and enroll in the courses discussed with your WSU advisor

>ANY CHANGES, ADD OR DROP COURSES, NEED TO BE REPORTED TO YOUR MILITARY COUNSELOR. If help is needed, contact your military education specialist.

- Acquire your WSU ID at the Rhatigan Student Center
- Purchase or Rent Textbooks and materials for your courses

>For information on Veterans Benefits and GI Bill® procedures and policies, please visit the [Military and Veteran Services](#) homepage.

All Tuition Assistance authorizations need to be submitted to wsu3rdparty@wichita.edu, or hand deliver to either WSU Finance Office or the Military Education Specialist at WSU McConnell.

- Army, Army Reserve and National Guard can obtain their Tuition Assistance papers by completing the application at: www.GoArmyEd.com. When approved, a copy of your Tuition Assistance form will be sent to your AKO email address. The final step is to submit a copy of TA authorization to WSU as stated above.
- Kansas National Guard may access the AGKS/KBOR Form 6006 [online](#) or receive one from the WSU-McConnell office, contact the Military Education Specialist. The final step is to submit a copy of TA authorization to WSU as stated above.
- Navy and Marine students, please apply for Tuition Assistance at the official USG website; information and links are found at [Navy College Program](#). The final step is to submit a copy of TA authorization to WSU as stated above.