



ONLINE APPLICATION INSTRUCTIONS

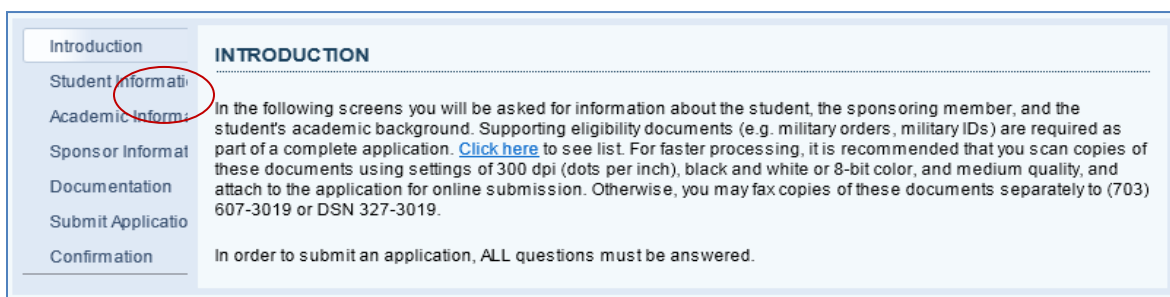
Welcome to the Air Force Aid Society's Education Grant Portal, home to the online application for the General Henry H. Arnold AFAS Education Grant Program.

The following instructions explain how to ensure that the portal screens are viewed properly, how to register for a portal account, and how to complete and submit the application. The instructions do not discuss each field in the application as most are self-explanatory, but certain areas receive in-depth attention.

If you need assistance, please contact the Air Force Aid Society at (800) 429-9475, (703) 607-3072, or DSN 327-3072.

PROPER SCREEN VIEW

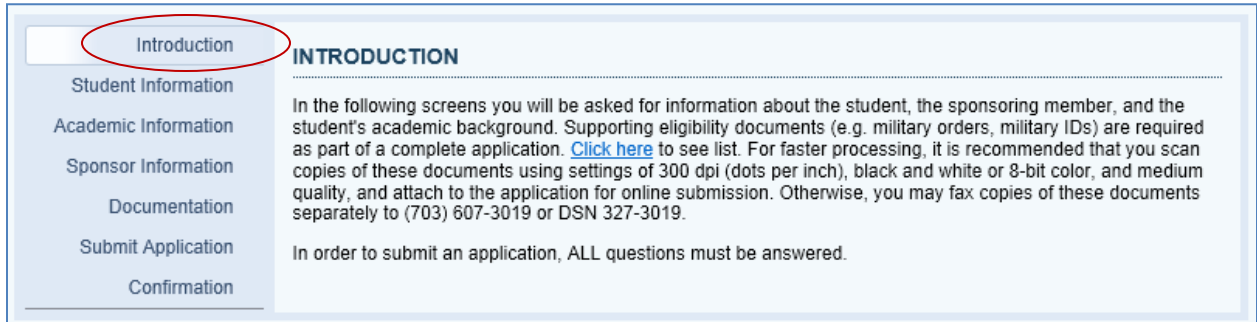
The Education Grant Portal is designed to be viewed with Internet Explorer (IE) 8.0 or higher. Applicants using older browsers, or applicants using newer browsers in *Compatibility View*, may experience display problems. For example, the image below was viewed in IE 9.0 in Compatibility View. Note how the links on the left side appear to be chopped off.



To achieve proper screen view, either update to a newer browser or turn off Compatibility View by clicking on the Compatibility View icon on your browser.



This corrects the display problem. In the example below, note that the links on the left side are now fully visible.



REGISTRATION

Students must register as a user before completing an application. Registration involves three phases: confirming eligibility, creating a profile, and verifying the student's account. Each phase is discussed below.

To begin, click on the link labeled **Register here** found on the Education Grant Portal home page.

A screenshot of a login form. It features two input fields: 'User Name' and 'Password'. Below the fields is a blue 'Login' button. At the bottom of the form, there is a blue link labeled 'Register here.' which is circled in red.

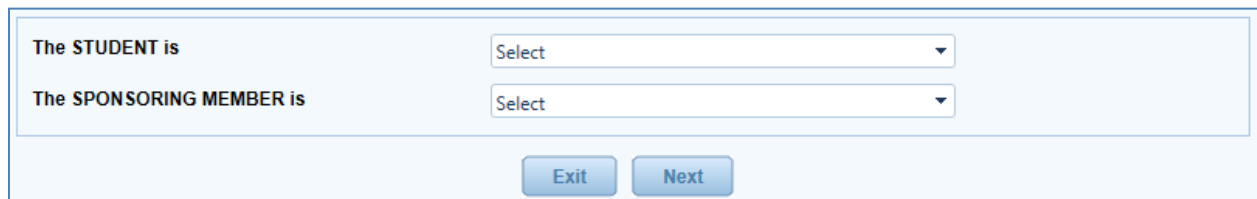
Confirming Eligibility

A student's eligibility depends on his relationship to the sponsoring Air Force member and the member's category. To confirm eligibility, follow these steps:

Step 1: From the drop-down menu, identify whether the student is the child or spouse of the sponsoring member.

Step 2: From the drop-down menu, identify the sponsoring member's category. If the member is not in one of these categories, then the student is not eligible under this program.

Step 3: Click on the **Next** button.



The screenshot shows a light blue rectangular form. At the top left, it says "The STUDENT is" followed by a dropdown menu with "Select" as the current selection. Below that, it says "The SPONSORING MEMBER is" followed by another dropdown menu with "Select" as the current selection. At the bottom center of the form, there are two blue buttons: "Exit" on the left and "Next" on the right.

Step 4: Answer each question by clicking on the appropriate Yes or No radio button, hitting the **Next** button after each response.



The screenshot shows a light blue rectangular form. At the top, it asks the question "Will the student reach age 24 or older during the award year of 2012 ?". Below the question, there are two radio button options: "Yes" and "No". At the bottom center of the form, there are two blue buttons: "Exit" on the left and "Next" on the right.

Creating a Profile

If eligible to apply, the student is directed to the account information page. Note that the account information is for the *student*, regardless of whether the information is entered by the student or someone acting on the student's behalf.

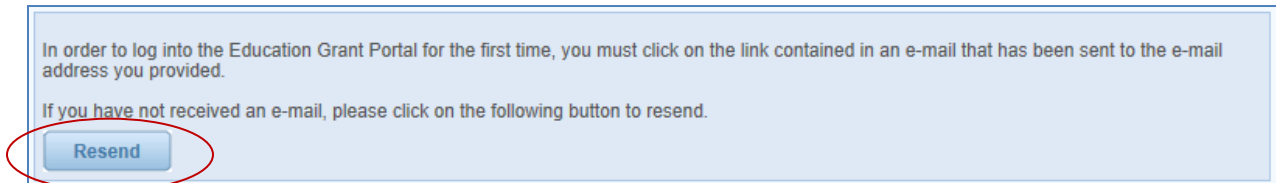
Step 1: The fields here are self-explanatory. Complete the fields. Note that all are required with the exception of the fields for middle initial and suffix.

Step 2: Click on the **Submit** button.

Verifying Your Account

After submitting the account information, the portal sends an e-mail to the student's e-mail address. Contained in the e-mail is a link the student must click in order to verify the account. Until the account has been verified, the student will not be able to log into the portal.

If the e-mail is not received, check any junk or spam folders to make sure the message was not misdirected. If not found, click on the **Resend** button.

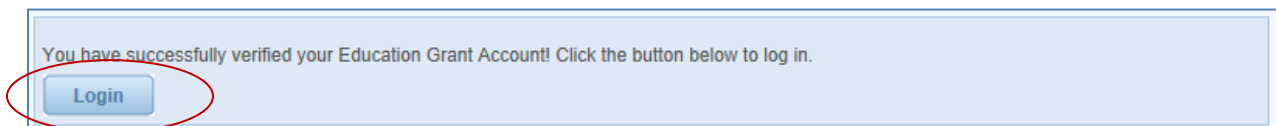


*Note: If the applicant logs out of the portal and does not receive the e-mail, he should attempt to log in with the student's Username and Password. Because the account has not yet been verified, the applicant will be directed to the page containing the **Resend** button. The applicant should then click on the button to generate the e-mail.*

Follow these steps to verify the account:

Step 1: Click on the link found in the e-mail. (If necessary, copy and paste the link into the browser's address line.)

Step 2: On the resulting page click on the **Login** button.



The account has now been created, and the student may log into the Education Grant Portal using the Username and Password created.

COMPLETING AND SUBMITTING AN APPLICATION

When first logging into the Education Grant Portal, a very important note about supporting documentation is displayed.

WELCOME

To begin an application for the upcoming academic year, please hit the button below.

NOTE: Supporting eligibility documents (i.e. student's military ID, sponsoring member's military ID and military orders) are required as part of a complete application. For faster processing, it is recommended that you scan copies of these documents using settings of 300 dpi (dots per inch), black and white or 8-bit color, and medium quality, and attach to the application for online submission. Otherwise, you may fax copies of these documents separately to (703) 607-3019 or DSN 327-3019.

[Begin Application](#)

Before beginning, refer to the **Required Documents** table below. Gather as many of the documents as possible and scan them onto your computer. For best results when scanning, use 300 dpi (dots per inch), black and white or 8-bit color, and medium quality settings. Higher settings do not increase readability of documents. File size may not exceed 1 MB. These documents will be uploaded into the application.

Required Documents

Note that AFI 36-3026(I), Chapter 1, Table 1.8.1.1 permits a cardholder to photocopy IDs to administer military-related benefits to eligible beneficiaries.

If the STUDENT is a...	and the SPONSORING MEMBER is...,	then provide the following documents:
Child	Active Duty or Title 10 AGR/Reserve	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Front and back copies of sponsoring member's military ID card - Copy of regular Active Duty member's assignment orders to present duty station or Title 10 Reservist's extended active duty orders showing active duty status through December 1st of the academic year - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Title 32 AGR	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Front and back copies of sponsoring member's

		<p>military ID card</p> <ul style="list-style-type: none"> - Copy of sponsoring member's orders/contract showing performance of full-time active duty through December 1st of the academic year - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Retired	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Front and back copies of sponsoring member's military ID card - Copy of sponsoring member's retirement orders or DD Form 214 Statement of Service with reason for separation listed as retirement - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Retired Reserve (Not age 60/not receiving retired pay)	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Front and back copies of sponsoring member's military ID card - Copy of sponsoring member's retirement order (DD Form 214 Statement of Service); notice of eligibility for retired pay at age 60; or retired pay order showing retired with pay on 60th birthday or later - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Child	Deceased	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Spouse	Active Duty or Title 10 AGR/Reserve	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Front and back copies of sponsoring member's military ID card - Copy of regular Active Duty member's assignment orders to present duty station or Title 10 Reservist's extended active duty orders showing active duty

		<p>status through December 1st of the academic year</p> <ul style="list-style-type: none"> - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)
Spouse	Deceased	<ul style="list-style-type: none"> - Front and back copies of student's military ID card - Copy of deceased member's AF Form 1613 Statement of Service or State Death Certificate with copy of most current military orders - If applying as a 5th year undergraduate, provide verification of enrollment in a 5-year program (5th year required for all students enrolled in major program of study)

Beginning an Application

Click on the **Begin Application** button to open the application wizard. To navigate through the wizard, click on the **Back** or **Next** buttons or on one of the section links which appear on the left of the page.

Introduction	INTRODUCTION
Student Information	<p>In the following screens you will be asked for information about the student, the sponsoring member, and the student's academic background. Supporting eligibility documents (e.g. military orders, military IDs) are required as part of a complete application. Click here to see list. For faster processing, it is recommended that you scan copies of these documents using settings of 300 dpi (dots per inch), black and white or 8-bit color, and medium quality, and attach to the application for online submission. Otherwise, you may fax copies of these documents separately to (703) 607-3019 or DSN 327-3019.</p> <p>In order to submit an application, ALL questions must be answered.</p>
Academic Information	
Sponsor Information	
Documentation	
Submit Application	
Confirmation	

Student Information

The **Student Information** section contains contact information for the student such as mailing address, phone numbers, and e-mail addresses. Required fields are indicated with a red asterisk (*).

Observe that some fields pre-populated using information found in the student's account profile. Even though these fields are already populated you may still edit them.

- **RESIDING STATUS:** This question asks whether the student lives with the sponsoring member when not living in school housing. If the answer is No, then the student will

later be prompted to provide contact information for a *Guardian*, i.e. the adult with whom the student lives.

RESIDING STATUS

Other than periods of living in school housing, does the student normally reside with the sponsoring member?*

Yes

No (You will be prompted to provide a mailing address and contact information for a Guardian)

Academic Information

The **Academic Information** section contains information about the school, term, grade, and most recent GPA. Required fields are indicated with a red asterisk (*).

- **Start Date** and **End Date**: Enter dates of full-time enrollment for which the grant is being requested. Only month and year format is required. Enter the month, e.g. 08, in the left box, and enter the year, e.g. 2012, in the right box.

Start Date (MM-YYYY)*	08	2012
End Date (MM-YYYY)*		

- **Grade Level**: Select the appropriate grade level for the period identified.

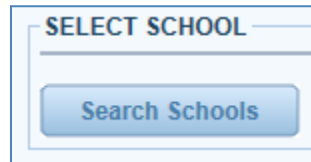
NOTE: Students enrolled in 2-year schools cannot be considered higher than sophomore status, and students applying as 5th year undergraduates must provide verification of enrollment in a degree program which requires 5 years to complete. This verification should be attached to the preliminary application when submitted. Students taking 5 years to complete 4-year degree programs are not eligible to apply as 5th year undergraduates.

- **Grade Point Average (GPA)**: Enter most recent cumulative Grade Point Average (4.0 scale) from the current academic year. Entering freshmen should list high school GPA; current freshmen and higher grade levels must list most recent cumulative college GPA; GED students should list GED and pass/fail status; and students not attending the current academic year should list last reported cumulative GPA on 4.0 scale.

NOTE: GPA's higher than 2.0 have no impact on award selection other than meeting initial eligibility criterion of 2.0 minimum.

- **School Selection:** To select the school the student will **most likely** attend, follow these steps:

Step 1: Click on the **Search Schools** button.



Step 2: In the **School Name** field, enter the school's name (or a partial school name).

Step 3: In the **State** field, select the state where the school is located.

A screenshot of a form titled "SEARCH SCHOOLS". It contains three input fields: "School Name: *" with the text "UNIVERSITY" entered; "City:" which is empty; and "State: *" with a dropdown menu showing "West Virginia(WV)". Below the fields is a blue "Search" button.

Step 4: Click on the **Search** button.

Step 5: In the resulting list of possible matches, find the appropriate school and click on the **Add** button (⊕). Overseas applicants should refer to the Appendix for a short list of most-commonly attended overseas campuses.

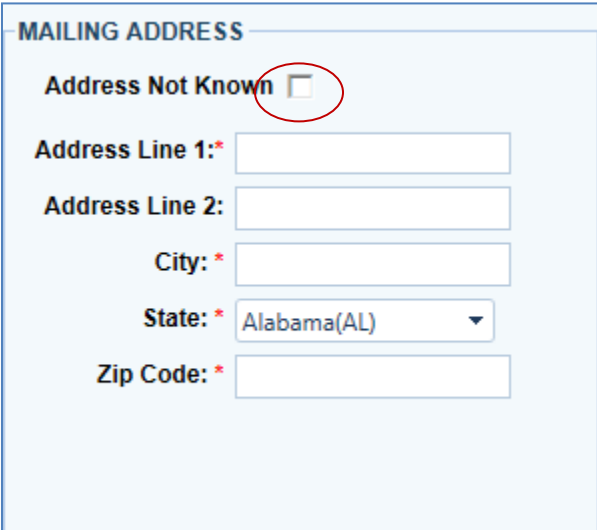
NOTE: Should choice of schools change after submission of application, immediately notify AFAS at (800) 429-9475, (703) 607-3072, or DSN 327-3072.

Sponsor Information

The **Sponsor Information** contains information about the sponsoring member and, if applicable, the guardian. Required fields are indicated with a red asterisk (*).

Entering the sponsoring member's mailing address and contact information may be bypassed only if (1) the information is not known, i.e. student has no contact with member, AND (2)

guardian contact information has been provided. To bypass, check the box labeled **Address Not Known**. Otherwise, both the sponsoring member's and, if applicable, guardian's contact information must be provided.



MAILING ADDRESS

Address Not Known

Address Line 1:*

Address Line 2:

City:*

State:* Alabama(AL) ▼

Zip Code:*

If sponsoring member is Active Duty, Title 10, or Title 32 AGR, **Date of Separation**, and **Duty Station** information are required. If the sponsoring member is Retired or Retired Reserve, then the **Date of Retirement** and **Rank at Retirement** are required.

- If an enlisted rank is selected for the sponsoring member, then the **INDEF DOS (Officer)** grays out. The sponsoring member's DOS should be entered in the **Date of Separation** field.

NOTE: Title 10 AGR/Reservists enter the date Title 10 status is due to expire. Title 32 AGR enter active duty status expiration date.

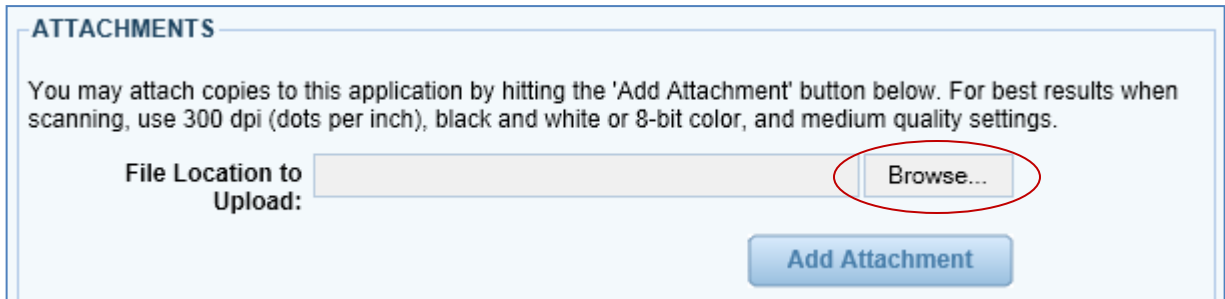
- If an officer rank is selected for the sponsoring member, provide the officer's actual DOS in the **Date of Separation** field or check the **INDEF DOS (Officer)** checkbox.
- If the sponsoring member is retired, provide the member's **Date of Retirement** and the **Rank at Retirement**.
- Whenever possible, the sponsoring member's **Duty Station** should be entered using the AFB convention, i.e. "Andrews AFB" rather than either "Andrews" or "Andrews Air Force Base".

Documentation

The **Documentation** section lists the documents that must be provided to prove eligibility. It is also where the files containing those documents may be attached and/or indicated as being faxed rather than attached.

Attaching a document is a two-step process. You first upload documents and then you attach them to the application. To upload and attach one or more file follow these steps:

Step 1: Click on the **Browse** button.

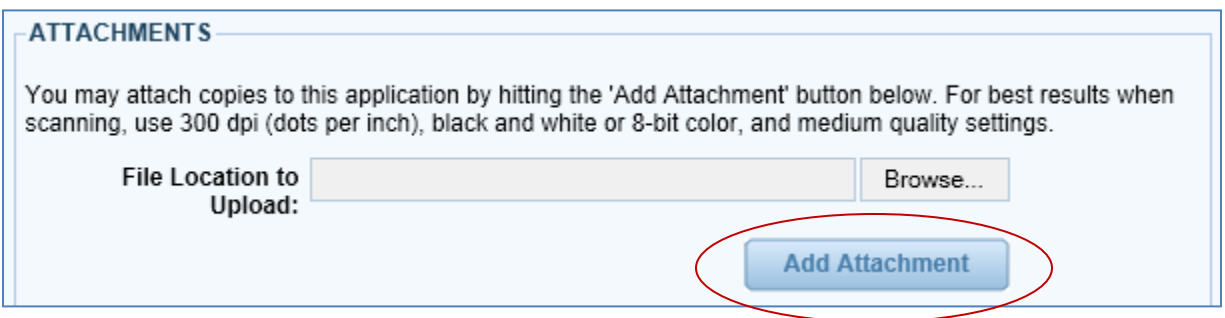


The screenshot shows a light blue box titled "ATTACHMENTS". Inside, there is a paragraph of text: "You may attach copies to this application by hitting the 'Add Attachment' button below. For best results when scanning, use 300 dpi (dots per inch), black and white or 8-bit color, and medium quality settings." Below the text is a form with the label "File Location to Upload:" followed by a text input field. To the right of the input field is a button labeled "Browse...". This button is circled in red. Below the input field and button is a larger blue button labeled "Add Attachment".


Step 2: Navigate to the file and select it.







Step 3: Click on the **Open** button.

Step 4: Click on the **Add Attachment** button.



This screenshot is identical to the one above, showing the "ATTACHMENTS" section. However, in this version, the "Add Attachment" button is circled in red, while the "Browse..." button is no longer circled.

When a file has been successfully attached, it appears in the Attachments table. If you need to remove a file after it has been attached, click on the Delete icon ().

Attachment Name	Size	Date	Delete/View
Sponsor ID Card.docx	9849	10/26/2011	 
Member ID Card.docx	9849	10/26/2011	 
DD Form 214.docx	9849	10/26/2011	 

NOTE: You may only upload one document at a time. To upload an additional document, repeat Steps 1-4 for the new document.

If some or all of the documents are being faxed, check the checkbox found in this section. If the checkbox is not checked, at least one file must be uploaded.

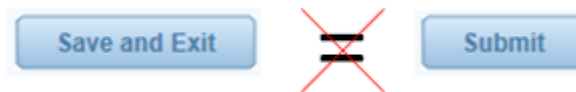
I am faxing some/all of the required documents to (703) 607-3019 or DSN 327-3019.

Submit Application

The certification statement must be checked in order for the **Submit** button to be activated.

* I (we) certify that the student identified in this application is a dependent child or spouse of the Sponsoring Member identified and that all information provided is true and accurate to the best of my(our) knowledge.

The **Save and Exit** button allows you to save the application, exit the Education Grant Portal, and return later to make edits. It does *not* submit the application. In order to submit the application to AFAS, click on the **Submit** button.



Additional information regarding documentation may be provided to AFAS by typing in the text box.

If desired, you may provide additional information to AFAS regarding your documentation. For example, if you are unable to upload all of the required documents, please explain.

Confirmation

When an application is submitted to AFAS, the student and sponsoring member (or guardian, as appropriate) are notified via e-mail.

If it was indicated that some documents are being faxed to AFAS, then the **Confirmation** page displays a button for printing a cover sheet which should be printed and attached to the faxed documents.

CONFIRMATION

On Wednesday, February 22, 2012 the student's application was submitted to the Air Force Aid Society. A confirmation e-mail has been sent to the student's primary e-mail address and to the sponsor's primary e-mail address.

You indicated that you are faxing documentation. Please hit the 'Print Cover Sheet' button below to print the cover sheet that should accompany your documentation.

[Print Cover Sheet](#)

EDITING AN UN-SUBMITTED APPLICATION

An application may be edited until it is submitted to AFAS. Log into the Education Grant Portal and click on the **Edit Application** button.

WELCOME

You have an existing application for the upcoming academic year. To modify it, please click on the button below.

[Edit Application](#)

VIEWING A SUBMITTED APPLICATION

Once submitted to AFAS, an application may not be edited, but it can be viewed in read-only format. Log into the Education Grant Portal and click on the **View Application** button.

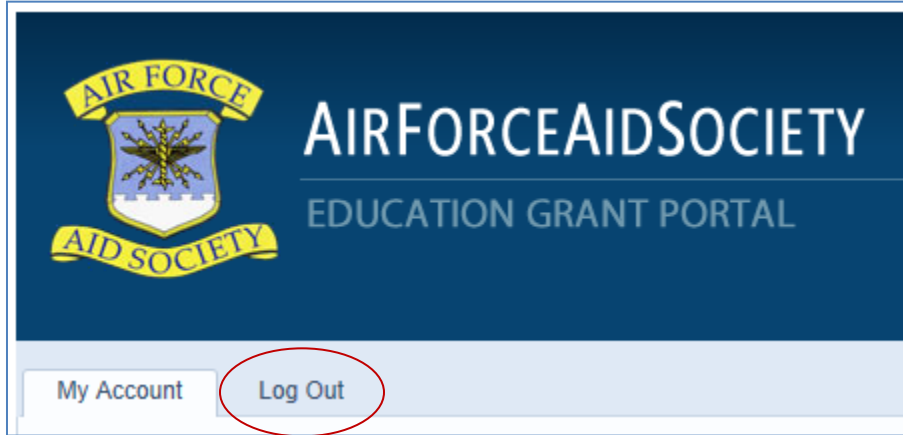
WELCOME

You have submitted an application for the academic year. To view it, please click the button below.

[View Application](#)

LOGGING OUT

At the end of the session, log out by clicking on the **Log Out** link.



APPENDIX

To search for a school, an applicant enters a key word within the school's name and the state in which the school is located. The table below contains a list of schools most commonly attended by students at overseas locations and how they appear in the searchable database.

If you have difficulty locating your school, please contact the Air Force Aid Society's Education Assistance Department at 1(800) 429-9475 or (703)607-3072.

School Name	City	State
UNIV OF MARYLAND UNIVERSITY COLLEGE	ADELPHI	MD
U OF MD UNIVERSITY COLLEGE – EUROPE	COLLEGE PARK	MD
U OF MD UNIVERSITY COLLEGE – ASIA	ADLEPHI	MD
UNIVERSITY OF PHOENIX	PHOENIX	AZ
CENTRAL TEXAS COLLEGE	KILLEEN	TX
TROY UNIVERSITY	TROY	AL
EMBRY-RIDDLE AERONAUTICAL UNIV	DAYTONA BEACH	FL