How to Apply for Air Force TA

• **Before an Airman can apply** for Tuition Assistance (TA) from the Air Force, the Airman has to ensure they have an approved degree plan submitted to and approved by the local education on Pope Field.

• **Additionally,** there is annual training that must be accomplished and the Airman must be accomplished and that training must be current to apply for TA
  • That training is Virtual benefits training that is found on the AFVEC website
  • [https://afvec.us.af.mil](https://afvec.us.af.mil)
Step 1: Log on to AFVEC website at https://afvec.us.af.mil
Step 2: Click Apply for funding
**Step 3: Verify info of Supervisor and then student info**

This is important to have right because the supervisor email is where the TA form will go to get approved. ***TA forms from AFVEC will go into junkmail folder. Tell supervisor to check junkmail folder!***

---

**Supervisor Information**

Supervisor information is required for approval of most funding request types.

Having someone other than your supervisor approve your funding request will be considered fraudulent and punishable under the UCMJ. Exception: If the immediate supervisor will not be available to approve your funding request then you must obtain approval from a member of your chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander).

- **First Name**: Jeffrey
- **Last Name**: Wills
- **Email**: jeffrey.wills@us.af.mil
- **Alternate Email**: None
- **Phone Number**: 424-123-4567

---

**Contact Information**

- **Email**: jeffrey.wills@us.af.mil
- **Personal Email**: jeffrey.wills@gmail.com
- **Work Phone**: 424-123-4567
- **Mobile Phone**: None

---

**Address**

- **Street 1**: 123 Main St
- **Street 2**: None
- **City**: Cameron
- **State**: None
- **Zip**: 20326
Step 4: Read and check every box. Then click the “I Agree, Continue button”
Step 5: Select the correct location of the education office that will approve this TA funding request
Then only click the “YES” button under the question in the red circle if you are deployed on orders somewhere. If you are permanently stationed at the location, i.e. Turkey, Qatar, Korea for a year, you will delay this application while you have to fix this.
**Step 6:** The Institution part will always stay the same. The campus section you can choose. Online students should choose Main campus. The Institution ID will auto populate.
Step 7: Select your Course. You can filter by subject and that is easiest. After this you will then have to enter the course dates. Some courses have the dates pre-loaded, other do not. Please have the course dates handy. It will make the application process easier for you.
Step 8: In this step you will have to select the LEVEL, Location, Number of Credits, and Credit Type. Sometimes this auto populates. On electives this does not. Then you will need to select ADD COURSE.

*NOTE* select the correct payment schedule for your program
**Step 9:** This is the page where you review the application and the submit.

**Step 10:** Once the funding request is approved select Funding Requests
**Step 11:** click PRINT PDF and email the TA Form to XXXXXX@uncfsu.edu