

**INSTRUCTIONS FOR APPLICATION TO FHSU GRADUATE SCHOOL AS A  
Non-DEGREE Seeker**

1. \_\_\_\_ Complete, sign, scan and email, or fax letter of intent: [RTG-FHSU MSE Letter of Intent](#) as a **non-Degree Seeker!**
2. \_\_\_\_ Complete and submit an on-line application <https://webapps.fhsu.edu/admissions/Graduate.aspx> Select non-Degree Seeker for your major!!
3. \_\_\_\_ Pay the \$40.00 application fee. (*After paying this \$40 Fee, you can go 5 mins later into step 4 and retrieve your ID.*)
4. \_\_\_\_ Secure your FHSU ID, click on it here: <https://tigertracks.fhsu.edu/TigerTracks/> go to: **Look up my FHSU ID**
5. \_\_\_\_ **Pre-register** for your JROTC courses at this RTG web link, with the assistance of your RTG Mentor: <https://www.leadershipcredit.info/fhsu-non-degree-seekers/> by using the appropriate REGISTER HERE tab.
6. \_\_\_\_ Fill out your [FHSU Veteran Class Schedule](#) & appropriate [VA GI Bill Application Form](#). Mark 'Undecided' for your academic major on your VA Application! In the 'comments block' of Class Schedule, mention your status as a JROTC Instructor working with RTG & Associates!
7. \_\_\_\_ Open up your personal *TigerTracks* Student Account here: [TigerTracks](#) You will receive an email to do this from either of the two FHSU POCs listed below.
8. \_\_\_\_ Provide the Graduate School with an **UN-OFFICIAL** bachelor's degree transcript which indicates the completion of a bachelor's degree from an accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit and a grade point average (GPA) of **3.0** on the last 60 hours of undergraduate credit. Personal Transcripts scanned and emailed or mailed in by the applicant are acceptable.

*Please submit any downloaded/printed materials to:*

**Graduate School  
Fort Hays State University  
600 Park Street  
Hays, KS 67601**

This is also the school address you will use for your VA GI Bill Application!

Select items should be scanned and emailed to: (*preferred delivery method*) [gradschl@fhsu.edu](mailto:gradschl@fhsu.edu) and to [military@fhsu.edu](mailto:military@fhsu.edu).

Your Grad School POC is **Ms. Kristin Hernandez, Tel# 785.628.4626**

Your FHSU VA POC: **Ms. Robyn Brungardt, Fort Hays State University, 600 Parks St., Hays, KS 67601.**

Email address: [VA@fhsu.edu](mailto:VA@fhsu.edu) Tel# 785.628.4408

Questions, call your Service Mentor: <https://www.leadershipcredit.info/contact-the-rtg-team/>