

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

1. ____ Complete, sign, scan and email, or fax letter of intent: [RTG-FHSU MSE Letter of Intent](#) as a undergraduate **non-Degree Seeker!**
2. ____ Complete and submit an on-line application <https://webapps.fhsu.edu/admissions/>. Select non-Degree Seeker for your major!!
3. ____ Pay the \$30.00 application fee. (*After paying this \$30 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 via scanned email military@fhsu.edu and registrar@fhsu.edu with your **UN-OFFICIAL** undergraduate transcripts (personal copy) which indicate courses taken previously from any regionally accredited institution.

Please submit any downloaded/printed materials to:

**Registrar's Office
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*) registrar@fhsu.edu and to military@fhsu.edu.

Your Military Liaison POC is Ms. Kelsi Broadway, Tel# 785.628.5541

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

Email address: va@fhsu.edu Tel# 785.628.4408

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