

Fort Hays State University / RTG Letter of Intent*Third-Party Notification Form*

This LOI is intended to be used by FHSU and the student as an agreement that information pertaining to their current course registrations in RTG partner courses can be shared with authorized representatives of RTG & Associates, LLC; 1333 Arroyo Verde, Schertz, TX 78154 so long as the student authorizes by signature below. It also provides steps for the application process and information for the FHSU Transfer & Military Center POC to begin communications with the student.

This information released to RTG is subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

This LOI should be submitted via e-mail to the FHSU Transfer & Military Center POC at knbroadway@fhsu.edu and to the Registrar's office (undergraduate students) at registrar@fhsu.edu or Graduate School at gradschool@fhsu.edu.

I, the undersigned, authorize Fort Hays State University to release information regarding my current course registrations in RTG partner courses to representatives of RTG & Associates, LLC. This shall include my name, contact information below, and current semester course registrations in RTG-partner courses. This shall not include course grades or any other personally identifiable information.

Signature: _____ Date: _____

Student Information

Full Name _____ Last two digits of SSN _____ Phone # _____

E-mail Address _____ Initial Semester planning to attend _____

Branch of Service:
 Army

 Marines

 Navy

 Air Force

There are four States with unique licensure requirements. If you live in one of these States, select State of Residence:

 Kentucky

 Missouri

 North Carolina

 Virginia
Degree Information

Master of Science in Education*
(JROTC Instructor Prep)

Master of Science in Education*
(JROTC Instructor Prep /Educational Leadership)

JROTC Instructor
(non-degree seeking, undergraduate)

JROTC Instructor
(non-degree seeking, graduate) Graduate

SkillBridge Certificate
(non-degree seeking)

*Requires all official transcripts submitted to Registrar's Office or Graduate School with application for transfer credit.

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Please list expected transcripts:

*Please indicate which military branch you will be teaching JROTC for:

*See the attached *Steps to Complete* checklists.

FHSU Transfer & Military Center POC

Kelsi Broadway
 Assistant Director
 Telephone: 785-628-5541
 E-mail: knbroadway@fhsu.edu

Have all official transcripts sent to the Registrar's Office:

USPS
 Fort Hays State University
 Registrar's Office
 600 Park St
 Hays, KS 67601

FedEx & UPS
 Fort Hays State University
 Registrar's Office
 701 Park St
 Hays, KS 67601

Graduate Non-Degree Seeking

First Semester (application & enrollment)

To apply for admission:

1. Apply for admission. You can do this from the website at: <https://webapps.fhsu.edu/admissions/Graduate.aspx>. Additional instructions can be found at <https://www.fhsu.edu/academic/gradschl/admissions/index>.
2. Submit an application fee of \$40.
3. Submit unofficial copies of your academic transcripts (regionally accredited bachelor's degree). Submit official copies if you are planning to continue to a graduate degree program.
4. Admission requirements can be found at: <https://fhsu.edu/academic/gradschl/programs/index.html>
5. Financial aid information can be found at <https://www.fhsu.edu/finaid/> if you are planning to apply for financial aid as well.

With the FHSU application students should also be working on their VA benefits:

1. Apply to use your benefits at FHSU on the VA site at <https://www.va.gov/education/>.
2. Send your Certificate of Eligibility to Robyn Brungardt (FHSU's VA Certifying Official) at rjbrungardt3@fhsu.edu. She can also be reached at 785-628-4436.

Once admitted:

Step 1:	Set up your TigerNetID .
Step 2:	Check your FHSU e-mail. This can be accessed through the Student Resources Page .
Step 3:	Login to your student account through Workday and complete your onboarding tasks. Find additional Workday Resources here .
Step 3:	Find your academic advisor by logging into Workday, click on the "Academics" worklet, and navigate to the "Important Contacts Support Network."
Step 4:	Register for courses by utilizing your academic advisor and the academic plan function.
Step 5:	Each semester you will need to fill out the Veteran's Class Schedule after you've registered for your courses at https://webapps.fhsu.edu/ClassScheduleForVeteransBenefits/ . Your VA file number is your SSN.
Step 6:	MGIB students will need to have an alternate payment arrangement as tuition money comes to the student. Post 9/11 students will be able to see their pending aid towards their tuition bill.
Notes	*If you are having trouble selecting RTG-partnership courses, make sure that your LOI is turned in and contact knbroadway@fhsu.edu . **The amount of your GI Bill benefits will show as anticipated aid towards your tuition bill. If your eligibility is less than 100% the balance will be indicated and is due before the beginning of classes.