



Oregon National Guard State Tuition Assistance Application Instructions

Signing the Application

After completing the application, you may print, sign, and upload your application or sign it electronically. To create an electronic signature, follow these steps:

1. Click on “A new digital ID I want to create now”
2. Click “Next”
3. Click on “New PKCS#12 digital ID file”
4. Click “Next”
5. Fill in “Name” and “Email Address”
6. Click “Next”
7. Create a Password
8. Click “Finish”
9. Review your Signature, Enter Password and Click “Sign”

Submitting the Application

There are two different ways you may securely submit your application, however, using the File Transfer link is the most efficient process and will ensure quicker processing of your application.

1. File Transfer Link

- Save application to your computer
- Upload application to <https://ccwd.hecc.oregon.gov/filetrans/default.aspx>
 - i. Recipient email: Choose **Bob Small** from the dropdown list “Select HECC staff email”
 - ii. Your email address: Add student email address
 - iii. File to Transfer
 1. Click on “Choose File”
 2. Click on the saved application that you scanned and saved
 3. Click on “Send File”

2. Postal Service

- Save application to your computer
- Print application
- Mail application to:
 - i. Office of Student Access and Completion
Attn: Bob Small
255 Capital Street NE, Third Floor
Salem, OR 97310

Confirmation

You will receive a confirmation within 72 hours. If you do not receive a confirmation email, either email Bob Small at bob.small@state.or.us or upload your application again.

Questions

Contact Bob Small
bob.small@state.or.us
503-689-2976



2019-2020 Oregon National Guard State Tuition Assistance

First Time Applicant
Renewal Application

Applicant Information

Full Name: _____ **Date:** _____
Last Name *First Name* *M.I.*

Current Address:

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Mailing Address (if different):

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ **Email:** _____

Social Security No.: _____ **Air NG** **Army NG**
Date of Birth: _____ **Assigned Unit:** _____

College/University of Choice	College/University Name _____		
	Planned Enrollment:		
	<input type="checkbox"/> Fall 2019	Anticipated credit hours _____	<input type="checkbox"/> Not Attending
	<input type="checkbox"/> Winter 2020	Anticipated credit hours _____	<input type="checkbox"/> Not Attending
	<input type="checkbox"/> Spring 2020	Anticipated credit hours _____	<input type="checkbox"/> Not Attending
	<input type="checkbox"/> Summer 2020	Anticipated credit hours _____	<input type="checkbox"/> Not Attending

Disclaimer and Signature

By signing this application, I certify the accuracy of the completed application form and all accompanying documents, and, if requested, agree to provide proof of this information. I also give permission to the Oregon Office of Student Access and Completion (OSAC) to request and use data from my Free Application for Federal Student Aid (FAFSA). I also allow my information to be shared with OSAC-approved researchers.

Under the Privacy Act of 1974, I understand I am not required to provide my Social Security Number; however, if I don't provide it, my application will not be processed, and I will not be considered for the funding.

I have saved and retained a copy of my Oregon National Guard State Tuition Assistance Application and thoroughly reviewed it to ensure it is accurate and complete.

I have read all the above terms & conditions and agree and attest that the transcripts provided are true and accurate.

Signature: _____ **Date:** _____