



### GET STARTED WITH FINANCIAL AID AND SCHOLARSHIPS

- The first step is to submit a FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (use UMUC school code 011644)
- Review scholarship opportunities: [www.europe.umuc.edu/financialaid](http://www.europe.umuc.edu/financialaid)
- Check if you are eligible to apply for a scholarship in your MyUMUC "To Do List"
- Check your financial aid status in MyUMUC: Click "View Financial Aid"
- VA students should apply for benefits: [www.gibill.va.gov](http://www.gibill.va.gov)
- MyCAA students should request a plan from their local advisor, then visit: <https://aiportal.acc.af.mil/mycaa>

### TAKE THE FIRST STEPS TOWARD REACHING YOUR DEGREE WHILE SERVING OVERSEAS

This checklist is for family members, civilians, and active duty Air Force, Navy, and Marines. Follow these 5 steps to get started.

#### STEP 1: APPLY FOR ADMISSION

- Go to [www.europe.umuc.edu](http://www.europe.umuc.edu) and click Apply Online
- Select Europe Undergraduate (certificate program, associate's, or bachelor's degree) or Europe Graduate (certificate program or master's degree)
- Complete and submit the application form (your username and password will be e-mailed to you)
- Pay the \$50 application fee through your MyUMUC portal
- By the second term of study, request your official high school transcript, GED, international evaluation, and all other transcripts be sent directly to UMUC

#### STEP 2: MEET YOUR ACADEMIC ADVISOR

- Find your local academic advisor: [www.europe.umuc.edu/advising](http://www.europe.umuc.edu/advising)
- Map out classes and see how previous credits may transfer to your program

Continued on back →

## STEP 3: SET UP TUITION ASSISTANCE

*(Active duty Air Force, Navy, and Marines)*

- ❑ Contact your local field representative:  
[www.europe.umuc.edu/locations](http://www.europe.umuc.edu/locations)

## STEP 4: REGISTER FOR CLASSES

- ❑ Choose courses to take from the current schedule at [www.europe.umuc.edu](http://www.europe.umuc.edu)  
Tip: Be sure to write down the five-digit class number
- ❑ Next, log in to your MyUMUC portal: [my.umuc.edu](http://my.umuc.edu)
- ❑ Navigate to Student Center > Academics> Enroll > Enter class number > press Enter OR Click Search > Find your preferred class > Click Select Class
- ❑ Click Next to add class to your Shopping Cart > Click on Proceed to Step 2 of 3 > Click Finish Enrolling (if there is a green check mark under Status, you are successfully enrolled)
- ❑ Visit your local UMUC office for assistance

## STEP 5: REQUEST AN OFFICIAL EVALUATION

*(Mandatory for all degree-seeking students)*

- ❑ Request official transcripts from all previous colleges\* or universities attended, the Joint Services Transcript (if current or former military), and CLEP, DANTES, DLPT, ECEP, or AP test results and send them directly from each institution to UMUC\*\*  
\*Air Force students: Request your CCAF transcript
- ❑ Upon receipt of your last required transcript, it takes approximately two weeks for your official evaluation to be completed
- ❑ To view the status of your transcripts, log in to your MyUMUC portal and go to Student Center > drop down menu (in Academics box) > Select Previous Education

## FOR MORE INFORMATION

Contact your local field office or the UMUC Europe headquarters in Kaiserslautern, Germany

CIV +49-(0)631-534-800  
[studentservices-europe@umuc.edu](mailto:studentservices-europe@umuc.edu)  
[www.europe.umuc.edu/locations](http://www.europe.umuc.edu/locations)



## SUBMIT YOUR TRANSCRIPTS

\*\* Send transcripts directly from each institution to:

### Undergraduate

UMUC  
Attn: Undergraduate Transcripts  
3501 University Boulevard East  
Adelphi, MD 20783-8075

(Or submit electronically to [studentrecords@umuc.edu](mailto:studentrecords@umuc.edu))

### Graduate

UMUC  
Attn: Graduate Transcripts  
3501 University Boulevard East  
Adelphi, MD 20783-8075

## GET YOUR FREE FAST PLAN

- See how many previous college credits or military experience credits you may be able to transfer to UMUC
- Learn how close you are to finishing your degree
- Find out which classes you'll need to get there

[www.europe.umuc.edu/advising](http://www.europe.umuc.edu/advising)