The following documents are required to be in your GoArmyEd eFile prior to TA approval: (to access from your homepage, click on "My Education Record" and then the "eFile" tab. You will upload your docs here)

1. Individualized degree plan (student agreement) : PERSONALIZED degree plan from your home college showing your name, all classes required for your degree program, credit for military, etc. A generic degree plan or photocopy of your college's catalog page is **UNACCEPTABLE**. Along with this you need to complete the Course Planner. Click the link on your homepage and enter at least 50% of the classes your have remaining for your degree program. Once submitted and approved you can request TA.

2. Cost Verification Sheet: All Soldiers requesting Non-LOI TA are required to provide documentation of the cost of tuition and fees before TA can be approved. A screenshot for your online account with the school, or an itemized receipt or current invoice from the school can be used. Generic catalog pages and "balance due statements are **UNACCEPTABLE** documents. The cost must be itemized showing tuition and fees separately. The total course info and cost must match your request.

3. Class Schedule: This must be personalized and show the school name, your name, the start and end dates of your classes, number of credit hours for the course and must match the dates on your TA request. Again this needs to be either a copy of your actual schedule or a screenshot of your online student account schedule.

To upload these documents into your efile....from your homepage click on the "My Education Record" link. Take a look at the dark gray tabs to gain an understanding at what info is accessible. Your eFile tab there is where you upload any documents needed for your application. Directly below any loaded documents, scroll down and type in the description of the document and be sure to indicate the correct transaction type under the pull-down menu. Hit the "Browse" button to upload your saved document and upload as you would any other time.