



## OUT-OF-STATE TUITION WAIVER FOR MILITARY & OTHER MEMBERS OF A QUALIFYING FEDERAL SERVICE

### Waiver-Specific Eligibility and Documentation Requirements

Waiver applicants must submit documentation so the sponsor's current status as active-duty military or as a current member of another qualifying Federal service (either as a member of the Foreign Service or as a member of the Intelligence Community can be confirmed. See the [USG Tuition Classification Glossary](#) for a complete list of the positions considered "members of a qualifying Federal service. In addition, provision-specific documentation may also be required.

#### Documentation to Confirm Active-Duty Military Status

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB); or,
- Letter or form from the military sponsor's Commanding Officer confirming active-duty status; or,
- Copy of the military sponsor's orders; or,
- Presentation of military sponsor's military I.D. card (documented using the Confirmation of Review of Military ID Worksheet – no military ID copies can be made or accepted).

#### Documentation to Confirm Status as a Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50); or,
- Employment verification letter or form from the sponsor's Human Resources department confirming current employment in an eligible Foreign Service position; or,
- Copy of the sponsor's transfer orders.

#### Documentation to Confirm Status as a Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50); or,
- Employment verification letter or form from the sponsor's Human Resources department confirming current employment in an eligible position in the Intelligence Community.

In addition, the following waiver provision-specific documentation is required (if not satisfied with the above documentation):

A. Documentation showing the active-duty military or other qualified sponsor is currently stationed in or assigned to Georgia.

#### Active-Duty Military

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their current duty station is located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their current duty station is located in Georgia; or,
- Copy of the military sponsor's orders showing their current duty station is located in Georgia.

#### Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in Georgia; or,
- Copy of the sponsor's transfer orders showing their current duty station is located in Georgia.

#### Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department

confirming their current duty station is located in Georgia.

B. Documentation showing the active-duty military or other qualified sponsor was previously stationed in or assigned to Georgia, was reassigned outside of Georgia, and the student remained continuously enrolled in a Georgia high school, TCSG institution, or USG institution.

Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia.

AND

- High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia; or
- Copy of the sponsor's transfer orders showing their previous duty station was located in Georgia.

AND

- High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia.

AND

- High school and/or postsecondary transcript(s) so that continuous enrollment in Georgia can be confirmed.

C. Documentation showing the active-duty military or other qualified sponsor was previously stationed in or assigned to Georgia, was reassigned outside of Georgia, and the student remained in Georgia.

Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia.

AND

- Documentation showing the student remained in Georgia, such as:
  - Copy of current driver's license issued in Georgia; or,
  - Copy of current vehicle registration issued in Georgia; or,
  - Copy of current lease or deed for a residence in Georgia; or,

- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia; or
- Copy of the sponsor's transfer orders showing their previous duty station was located in Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

D. Documentation showing the active-duty military or other qualified sponsor is currently stationed in a state contiguous to Georgia and is residing in Georgia.

Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia.

AND

- Documentation showing the student remained in Georgia, such as:
  - Copy of current driver's license issued in Georgia; or,
  - Copy of current vehicle registration issued in Georgia; or,
  - Copy of current lease or deed for a residence in Georgia; or,
  - Georgia state income tax return or tax transcript for the most recent tax year; or,
  - Copy of utility bill(s) for residence in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia; or
- Copy of the sponsor's transfer orders showing their previous duty station was located in

Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia.

AND

- Copy of current driver's license issued in Georgia; or,
- Copy of current vehicle registration issued in Georgia; or,
- Copy of current lease or deed for a residence in Georgia; or,
- Georgia state income tax return or tax transcript for the most recent tax year; or,
- Copy of utility bill(s) for residence in Georgia.

D. Documentation showing the active-duty military or other qualified sponsor is currently stationed in a state contiguous Georgia and is residing in Georgia.

Active-Duty Military

- Copy of the military sponsor's Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their current duty station is in a state bordering Georgia; or,
- Letter or form from the military sponsor's Commanding Officer confirming their current duty station is located in a state bordering Georgia; or,
- Copy of the military sponsor's orders showing their current duty station is located in a state bordering Georgia.

AND

- Documentation showing the military sponsor is residing in Georgia, such as:
  - Copy of current driver's license issued in Georgia; or,
  - Copy of current vehicle registration issued in Georgia; or,
  - Copy of current lease or deed for a residence in Georgia; or,
  - Georgia state income tax return or tax transcript for the most recent tax year; or,
  - Copy of utility bill(s) for residence in Georgia.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in a state border Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in a state bordering Georgia; or,
- Copy of the sponsor's transfer orders showing their current duty station is located in a state bordering Georgia.

AND

- Documentation showing the military sponsor is residing in Georgia, such as:
  - Copy of current driver's license issued in Georgia; or,
  - Copy of current vehicle registration issued in Georgia; or,
  - Copy of current lease or deed for a residence in Georgia; or,
  - Georgia state income tax return or tax transcript for the most recent tax year; or,

- Copy of utility bill(s) for residence in Georgia.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their current duty station is located in a state bordering Georgia; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their current duty station is located in a state bordering Georgia.  
AND
- Documentation showing the military sponsor is living in Georgia, such as:
  - Copy of current driver's license issued in Georgia; or,
  - Copy of current vehicle registration issued in Georgia; or,
  - Copy of current lease or deed for a residence in Georgia; or,
  - Georgia state income tax return or tax transcript for the most recent tax year; or,
  - Copy of utility bill(s) for residence in Georgia.

E. Documentation showing the active-duty military or other qualified sponsor was stationed in or assigned to Georgia and was reassigned outside of Georgia in the five years immediately preceding the first day of classes for the term the waiver is requested.

Active-Duty Military

- Copy of the military sponsor's previous Enlisted Record Brief (ERB), Officer Record Brief (ORB), or Soldier Record Brief (SRB) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Letter or form from the military sponsor's Commanding Officer confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Copy of the military sponsor's orders showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

Member of the Foreign Service

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Copy of the sponsor's transfer orders showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

Member of the Intelligence Community

- Copy of the sponsor's Standard Form 50 (SF 50) showing their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes; or,
- Employment verification letter or form from the sponsor's Human Resources department confirming their previous duty station was located in Georgia and they were reassigned in the five years prior to the start of classes.

F. Documentation showing the student completed at least one year of high school in Georgia.

Active-Duty Military

- High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed.

Member of the Foreign Service

High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed.

Member of the Intelligence Community

- High school transcript(s) so that one year of enrollment in a Georgia high school can be confirmed.

G. Any student utilizing VA educational benefits transferred from a currently serving military member, even if the student is no longer a dependent of the transferor.

Active-Duty Military

- Copy of VA Certificate of Eligibility indicating the student is eligible for VA education benefits transferred from the active-duty service member.

Member of the Foreign Service

- Not Applicable

Member of the Intelligence Community

- Not Applicable