

# CHECKLIST

The student shall check of the following tasks once they are completed:

1. Ensure that the assigned document number listed is correct in the following places:
  - a. Page 2 of this Checklist
  - b. Block 23 of SF-182
  - c. “Accounting Classification” Block, which is located below Block 9 of the SF-1164
2. Ensure that the “Tuition and Fees” section (Page 3 of Checklist) are correct and annotated.
3. Ensure the following blocks of the **SF-182** are completed. NOTE: Only complete Page 1 of the SF-182.
  - a. Block 1 & 2 (*for Block 2, use Emplid*)
  - b. Block 5
  - c. Block 12
  - d. Block 15a & 15b
  - e. Block 16 (*complete the sentence using the appropriate course/program title*)
  - f. Block 18a & 18b
  - g. Block 23 (*fill in assigned document number*)
4. Ensure the following blocks of the **SF-1164** are completed, if applicable:
  - a. Block 4a – 4d (*for Block 4b, use Emplid*)
  - b. Block 6a – 6i, as applicable
  - c. For Block 7, ensure the amount is the total that is being claimed
  - d. Block 10 (*digitally sign this form*)
  - e. Enter the assigned document number in the “Accounting Classification” Block, which is located below Block 9
5. For the SF-182 & SF-1164, scan all applicable receipts as a PDF file.
6. Ensure that the school invoice is converted into a PDF file.
7. Attach and e-mail the following documents to: [advancededucation@uscg.mil](mailto:advancededucation@uscg.mil)
  - a. Checklist, which is mandatory
  - b. SF-182, as applicable
  - c. SF-1164, as applicable
  - d. Receipt(s), as applicable
  - e. Invoice, as applicable

**NOTE: Subject line should contain ONLY the document number assigned to the student**

**Assigned Document Number: 30-11-G81D** \_\_\_\_\_

**Degree:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Checklist and SF-1164 **MUST BE** signed digitally using Adobe Acrobat. If you don't have Adobe Acrobat, you can download a free version of Adobe Acrobat Reader at the following website: <http://get.adobe.com/reader/>

**ADVANCED EDUCATION WILL ONLY ACCEPT PDF DOCUMENTS  
SUBMITTED TO THE FOLLOWING E-MAIL ADDRESS:  
[advancededucation@uscg.mil](mailto:advancededucation@uscg.mil)**

# TUITION & FEES

**TUITION DUE DATE:** \_\_\_\_\_  
 Tuition Amount: \$ \_\_\_\_\_  
 Total Mandatory Fees: \$ \_\_\_\_\_  
 Less Prepayments/Cost Share/Scholarships: \$ \_\_\_\_\_  
**Total Tuition & Fees:** \$ \_\_\_\_\_

**Tuition Breakdown:** (complete one line for each separate degree)  
 Cost per Credit Hour: \$ \_\_\_\_\_  
 Number of Credit Hours This Term: \_\_\_\_\_  
 Tuition: \$ \_\_\_\_\_

**I'm registered for the following classes (This is a Mandatory Requirement):**  
 Please list each course code number, complete descriptive title, and credit hours.

	Course Code Number	Course Descriptive Title	Credit Hour(s)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

List each fee separately and its respective cost.

**Mandatory Fees that *are not* waived:**

	Fee (Descriptive)	Cost
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		