Admission Process for Bachelor Degree Programs

Step 1 Apply for CH 1606 VA Education Benefit

- Apply online at www.va.gov

- Once on the site proceed through the prompts shown on the following pages to apply for your “Certificate of Eligibility” (COE) from the VA
Step 1

Once on the website, click the top drop-down tab “VA Benefits and Health Care”.

Continue to next page
Step 1

Click the “Education and training” tab

Click the “How to apply” link

Continue to next page
Step 1

Click the green “Find your education benefits form” box

How to apply for the GI Bill and related benefits

Find out how to apply for the GI Bill and other VA education benefits as a Veteran, service member, or qualified family member.

How do I prepare before starting my application?

- Find out if you're eligible for VA education benefits
- Gather the documents and information listed below that you'll need to apply for education benefits.
- See what benefits you'll get at the school you want to attend.
  Use the GI Bill Comparison Tool

Note: To apply for Vocational Rehabilitation and Employment (also called Chapter 31) or educational and career counseling (also called Chapter 36) benefits and services, you'll need to use a different application.

Find out how to apply for Vocational Rehab and Employment
Learn more about Educational and Career Counseling

What documents and information do I need to apply?

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic Information about the school or training facility you want to attend or are attending now

How do I apply?

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

Find your education benefits form
Step 1

These are the standard questions and answers for new Veteran applicants.

Once completed click “Apply Now”.

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**How do I apply?**

You can apply online right now. Just answer a few questions, and we'll help you get started with the education benefits form that's right for you.

1. Are you applying for a new benefit or updating your current education benefits?
   - Applying for a new benefit
   - Updating my current education benefits
   - Applying to extend my benefit using the Edith Nourse Rogers STEM Scholarship

2. Are you a Veteran or service member claiming a benefit based on your own service?
   - Yes
   - No

3. Are you claiming a **National Call to Service** education benefit? (This is uncommon)
   - Yes
   - No

4. Are you applying for Veteran Employment Through Technology Education Courses (VET TEC)?
   - Yes
   - No

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[Apply Now]
Step 1

Click on either link to proceed

Note: it is recommended you sign in to complete your application

Continue to next page
Step 1

Complete Form 22-1990 in order to receive your COE

Turnaround time should take approximately four - six weeks to receive in the mail

Apply for education benefits
Form 22-1990
Admission Process for Bachelor Degree Programs

**Step 2 Apply to University**

- Note: There is a non-refundable application fee you must pay in order to submit
Step 2

Go to the Sam Houston State University home webpage

Click the “Apply Now” tab

Continue to next page
Step 2
Explore the different options and pick the one that’s best for you.

Take note of the application deadlines below this section:

- **Summer 2022**
  - [goapplytexas.org](http://goapplytexas.org)
- **Fall 2022**
  - [goapplytexas.org](http://goapplytexas.org)
- **Spring 2023**
  - [goapplytexas.org](http://goapplytexas.org)
- **Medical Students (TMDSAS)**

Which application should I choose?

<table>
<thead>
<tr>
<th>ApplyTexas Application</th>
<th>TMDSAS Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Beginning Freshman</td>
<td>• Osteopathic Medical Student</td>
</tr>
<tr>
<td>• Former/Returning Student</td>
<td></td>
</tr>
<tr>
<td>• Transfer Student</td>
<td></td>
</tr>
<tr>
<td>• Graduate Student</td>
<td></td>
</tr>
<tr>
<td>• International Student</td>
<td></td>
</tr>
</tbody>
</table>

Continue to next page
Step 3 Submit Military Transcripts to University

- Request your Joint Service Transcript (JST) via https://jst.doded.mil

- Submitting your JST will satisfy your Kinesiology credits & in some occasions other credits as well

Continue to next page
Admission Process for Bachelor Degree Programs

Step 3 Submit Military Transcripts to University

• Note: Air Force Veterans will have to request transcripts from this link
Step 3

Click “Register”

Proceed to complete the request form and ensure it is sent to Sam Houston State University

Continue to next page
Admission Process for Bachelor Degree Programs

Step 4 Submit School Transcripts

• Submit transcripts from previously attended High School, 2yr College, and 4yr University

• University Code: 003606 (If submitting electronically)

• Sam Houston State University does not accept emailed or faxed transcripts

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Step 5 Advisement & Registration

• Once accepted to Sam Houston State University schedule an appointment with a student advisor at the Sam Center to register for classes

• Location: College of Humanities and Social Sciences Building, Suite 170

• Phone: (936) 294-4444, Email: samcenter@shsu.edu
Go to MySam – Students

Click “Go to CAMPUS CONNECT”

Step 5

Undergraduates: Check Who’s My Advisor
Graduate Students: Contact your Graduate Advisor
Advising Tools
Mandatory Advising Guidelines:

- All students are encouraged to be advised to assure that they are taking classes relevant to their individual degrees. There are four categories of students who **must** be advised:
  - Students with no SHSU GPA (all new freshmen and transfer students).
  - Students who have below a 2.5 overall GPA.
  - Students subject to TSI requirements.
  - Students who have 90+ hours, including the current semester. This is to assure that they are on the right track towards graduation.
Step 5

Click the long blue button

Continue to next page
What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for, try the other appointment options to see available options for dropping in or requesting an appointment.

*What type of appointment would you like to schedule?

- Academic Advising

*Service

- Arts & Media

Pick a Date

Thursday, June 2nd 2022

June 2022

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SAM Center
SAM HOUSTON STATE UNIVERSITY
Hours: Monday – Friday, 8:00 am – 5:00 pm
Location: CHSS, Suite 170
Phone: 936.294.4444
Admission Process for Bachelor Degree Programs

**Step 6 Document Submission**

- Once you have a class schedule contact the Veterans Resource Center to have the appropriate submission links activated in your MySam account for document submission
  
  (Phone Only | 936-294-1046)

Continue to next page
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

- Documents for Montgomery GI Bill, Selected Reserve users to gather for submission:
  - DD-214 (Member 4 copy or Service 2 copy)
  - Certificate of Eligibility (Letter from the VA)
  - SHSU request for term certification (Electronic form automatically generated on your MySam account)
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

- Upload and submit all documents during the same session to your MySam account for review by your School Certifying Official at the Veterans Resource Center.
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

• Follow these five steps to upload documents:
  – Log into your MySam account
  – Click on your My Account tab
  – Go to the bottom right of the page and click on the Financial Aid Requirements link
  – Select the proper academic year.
  – Click on each link to upload your documents.
Step 6

On the SHSU home page click on “Campus Tools” and then click “My Sam” to access your account.
Step 6

First click on My Account tab

Second click on Financial Aid Requirements link

Continue to next page
Step 6

Select your Aid year and then click submit.

Click on each link and submit the corresponding forms.

Note: submit all forms during the same session, failure to do so will delay your process time.

Continue to next page.
Step 6

DD-214 Member 4 Copy

- Admin Data
- Record of Service
- Type of Separation
- Character of Service

Member – 4

These areas must be legible

Continue to next page
Step 6

DD-214 Service 2 Copy

- Admin Data
- Record of Service
- Type of Separation
- Character of Service
- Service – 2

These areas must be legible
Step 6
Certificate of Eligibility COE

- Admin Data
- Months and days

These areas must be legible

CERTIFICATE OF ELIGIBILITY

This document certifies that is entitled to receive benefits under the Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1685, title 10, U.S.C.) for enrollment and pursuit of any course, program, final objective, or institution approved for veterans and other eligible persons.

You are also eligible for VA's professional career counseling at any time during your period of eligibility for education benefits.

You are entitled to 36 month(s) and 0 day(s) of benefits at the full-time institutional rate. Benefits cannot be paid for more than this amount.

You must use your benefits before leaving the Selected Reserve. Your eligibility to benefits will end once you leave.

Your school or training establishment must comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

The law (38 U.S.C. 1784) requires you to notify us at once of any change in your status which would affect your entitlement to VA education benefits.

P. STEPHENS
EDUCATION OFFICER

Enclosure
VA Form 4107

VA FORM DEC 2000 22-0557

SUPERSEDES VA FORM 22-0557, FEB 1994, WHICH WILL NOT BE USED.
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

- Your paperwork will take about 4 - 6 weeks to fully process

- If there are any problems with your paperwork the Veterans Resource Center will contact you directly by phone or your SHSU email to resolve any problems

- Please check each submission link for status updates before contacting the Veterans Resource Center

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Verifying Your Continued Enrollment

• You must verify your attendance each month in order to continue to receive payments. You submit your verification at the end of the month to cover the month you just attended.

• You can submit your verification on-line or by phone. To verify on-line, go to www.gibill.va.gov and click on Information for Benefit Recipients then click on the link for WAVE (Web Automated Verification of Enrollment). To verify by phone, call 1-877-823-2378. Follow the automated instructions. When the system tells you that you’re certified, your verification is complete.
<table>
<thead>
<tr>
<th>Training Time</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$407.00</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>$305.00</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>$203.00</td>
</tr>
<tr>
<td>Less Than 1/2 Time</td>
<td>$101.75</td>
</tr>
</tbody>
</table>

Educational Assistance Allowance for trainees under the Montgomery GI Bill - Selected Reserve (Ch. 1606 of Title 10, U.S.C.). The following basic monthly rates are effective October 1, 2020. Does not account for Kickers. For all current pay rate tables visit benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp?ch1606

VA Education

1-888-442-4551

All payments to Veterans are issued by the VA. All problems concerning payments will be handled by the VA. The Veterans Resource Center does not control or handle any monetary transactions.
For any questions relating to your education benefit try using this site to obtain the best possible answer for Statuses of Applications, Certificate of Eligibility, Payment Statuses, and other information in regard to your education benefit.
Contact Us

Location: Academic Building 3, Suite 110
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921