Welcome to
Sam Houston State University
Admission Process for Bachelor Degree Programs

Step 1: Apply for CH 31 Veteran Readiness & Employment

- Apply for your education benefit online at www.va.gov
- May take up to 30 days to receive an email and a letter explaining the next steps to take with the application process
Step 1

Once on the website, click the top dropdown tab “VA Benefits and Health Care”
Step 1

Click the “Education and training” tab

Click the “Veteran Readiness and Employment” link

Continue to next page
Step 1

Click the “How to apply” tab
Step 1
Click the “Apply for VR&E benefits” tab

Follow the prompts to complete the application process

May take up to 14 days to receive an email and a letter explaining the next steps to take with the application process

How do I apply if I already have a VA disability rating?

What if I’m a service member who hasn’t yet received a service-connected disability rating?

You don’t need to wait for a rating. Instead, please fill out VA Vocational Rehabilitation - Getting Ahead After You Get Out (VA Form 28-0588).
Download VA Form 28-0588 (PDF)

You may be eligible for VR&E benefits and services if you're in at least one of the below situations.

At least one of these must be true. You’re:

- Going through the Physical Evaluation Board process, or
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.

<table>
<thead>
<tr>
<th>Which application should I choose?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Freshman (only one needed)</strong></td>
</tr>
<tr>
<td>- Bearkat Freshman Application (mobile friendly)</td>
</tr>
<tr>
<td>- ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Transfer Student (only one needed)</strong></td>
</tr>
<tr>
<td>- Bearkat Transfer Application (mobile friendly)</td>
</tr>
<tr>
<td>- ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Former/Returning Student</strong></td>
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<tr>
<td>- ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Graduate Student</strong></td>
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<tr>
<td>- ApplyTexas Application</td>
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<tr>
<td><strong>International Student</strong></td>
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<tr>
<td>- ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Osteopathic Medical Student</strong></td>
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<tr>
<td>- TMDSAS Application</td>
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</tbody>
</table>

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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

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Step 3 Submit Military Transcripts to University

- Note: Air Force Veterans will have to request transcripts from this link https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/
Step 3
Click the "Register" tab
Proceed to complete the request form and ensure it is sent to Sam Houston State University

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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

Go to CAMPUS CONNECT

- 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
Step 5

Click “Academic Advising”

Select your College

Pick a date

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

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<tbody>
<tr>
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<td><strong>2</strong></td>
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<td></td>
</tr>
</tbody>
</table>

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**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)
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Step 6 Document Submission

- Documents for Veteran Readiness & Employment Chapter 31 users to submit:
  - SHSU request for term certification. (Electronic form automatically generated on your MySam account)

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Step 6 Document Submission

• Follow these five steps to submit 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 links to submit your documents.

Continue to next page
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.

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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 the submission links for status updates before contacting the Veterans Resource Center
<table>
<thead>
<tr>
<th>School Hours</th>
<th>MHA Rate</th>
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</thead>
<tbody>
<tr>
<td>Full Time, 12Hrs &amp; Above (Must be in at least one residential class) (Will not receive funds if all online classes)</td>
<td>Full Amount / Full Month</td>
</tr>
<tr>
<td>Part Time, 7Hrs – 11Hrs (Must be in at least one residential class) (Will not receive funds if all online classes)</td>
<td>Payable (amount depends on hours)</td>
</tr>
<tr>
<td>Part Time, 6Hrs or Less</td>
<td>Not Payable</td>
</tr>
</tbody>
</table>

Based on the ZIP code for your school. Housing Allowance is paid at a percentage on your training time.

**Books / Supplies Stipend**

Books are free. Dollar amount for Supplies is about $100.

Must have an updated Purchase Order for each term. See case manager for more information.

**VA Education**

1-888-442-4551

All payments to Veterans are issued by the VA. All problems concerning payments will be handle 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