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

**Step 1 Apply to University**

- Note: There is a non-refundable application fee you must pay in order to submit
Step 1

Go to the Sam Houston State University home webpage

Click the “Apply Now” tab

Continue to next page
Step 1

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

**Fall 2022**
goapplytexas.org

**Spring 2023**
goapplytexas.org

**Medical Students (TMDSAS)**

Which application should I choose?

**ApplyTexas Application**
- Beginning Freshman
- Former/Returning Student
- Transfer Student
- Graduate Student
- International Student

**TMDSAS Application**
- Osteopathic Medical Student
Admission Process for Bachelor Degree Programs

**Step 2** 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
Step 3 Hazlewood Application

- Download and print the Hazlewood Application from tvc.texas.gov
- Fill out the forms completely according to your status
- Failure to submit complete forms will result in a delay in processing your account

Continue to next page
Once on the tvc.texas.gov webpage click the “Education” tab, then click the Hazlewood option.
This is the Hazlewood information page, scroll down to find the form links.
Click the “Hazlewood Application” link to access the document.

**RESOURCES**

**DATABASE**
- Veteran & Student Login
- Forgot Password
- Create Account

**FORMS**
- Hazlewood Application
- Revocation of Previously Assigned Hours
- Application For Continued Enrollment
- Deferment Request Form
- Sample Documentation Checklist

**LINKS**
- Request copy of DD214
- List of Texas Public Universities

**STATUTES**
- Texas Education Code §54.341, Hazlewood Act
- Texas Education Code §54.2001, GPA and Excessive Hours
- 46 TAC 3461, Hazlewood Act Administrative Rules

**HOW TO APPLY**

1. Apply and be accepted to a Texas public college or university of his/her choice. Go to www.applytexas.org to apply or use your institution’s application for admission.

2. Provide proof (DD214) from the Department of Defense regarding military service and the nature of discharge.

3. Provide proof of eligibility or ineligibility for GI Bill® benefits by requesting a certificate of eligibility for federal education benefits from VA.gov (if veteran has active duty service after 9/11/2001).

4. Fill out the Hazlewood Exemption application form.

5. Turn in the Hazlewood Exemption application form, a copy of your letter of eligibility / ineligibility, and a copy of your DD214 to the financial aid office of the institution you will be attending. *Check with your school on application deadline policies.* If you qualify for state education benefits earned through military service and your verification paperwork to the school is delayed, you may apply for up to a 60-day deferment of tuition and fees to avoid late charges and/or being dropped from classes by submitting a Deferment Request Form.
Step 3

This page provides links to help complete this form and information on the Hazlewood program, you do not need to submit this page.

Texas Hazlewood Act Exemption Application
Supporting Documentation Instructions

To apply for the Texas Hazlewood Act Exemption, you must submit the following documents to your college or university:


2. **Report of Separation or Discharge, DD Form 214** (and DD Form 215 if the DD Form 214 has been amended) – To verify the Veteran’s place of entry, home of record at the time of entry, character of service, length of service, and dates of service. The copy you provide to your institution must be legible and contain the information listed above.
   A DD Form 214 may be obtained from the National Archives: http://www.archives.gov/veterans/military-service-records/.
   If the Veteran was discharged prior to January 1, 1950 previously used separation documents may be used. If the Veteran’s DD Form 214 was destroyed in the National Archives fire in 1973 or is otherwise unavailable, then the following documents may be used:
   - NA Form 13038, Certification of Military Service
   - Documentation from the National Archives that the Veteran’s NA Form 13038 was sent in lieu of the DD Form 214 due to the DD Form 214 not being on file
   - Documentation that Veteran met the requirements of Subchapter B, Chapter 54, Texas Education Code for resident tuition on the date of entry into active duty indicated on the DD Form 214

3. **Certificate of Eligibility for federal GI Bill benefits** – To verify eligibility for the Veteran’s, or dependent’s federal education benefits. Certificates of eligibility may be obtained by completing an application on the Veterans Online Application (VONAPP) website at https://www.ebenefits.va.gov/ebenefits/vonapp.
   - If the Veteran’s final discharge is prior to 9/11/2001 the certificate of eligibility is not required.

4. **If the Veteran died while in service: Report of Casualty, Form DD Form 1300** – To verify the Veteran’s place of entry or home of record, and that his/her death was service related.

5. **If the Veteran is deceased (not service connected)** – Death Certificate for deceased Veteran for use in a Legacy transfer.

6. **If the Veteran is totally disabled or individually unemployable due to military service-related illness or injury**: You must have a current (within one year) disability ratings decision letter from the VA indicating that rating.

7. **If you are not the Veteran, Relationship Documentation** – Submit one or more of the following documents to verify your relationship to the eligible Veteran.
   - Birth Certificate, or Marriage Certificate, or Adoption Papers, or Recent IRS Tax Transcript: https://www.irs.gov/individuals/get-transcript.

8. **Veterans must reside in the state of Texas during the term that the exemption will be used**.
   - Children and spouse of eligible Veterans must be classified as a Texas resident by their institution.

9. **Hazlewood Online Database Registration** – To comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at https://hazlewood.tvc.texas.gov/students/.

Continue to next page
Step 3

All sections, all boxes, all blanks on this page must be fully filled out

Take note of the example to the right, each part is filled out completely

Continue to next page
Step 3

Only Part D will need to be filled out

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**Texas Hazlewood Act Exemption Application**

**Part D – Veteran, Child, and Spouse Certification and Consent**

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001.

I grant permission to any institution I have enrolled in or intend to enroll in to release credit hour information pertaining to my enrollment to the Texas Veterans Commission and the Texas Higher Education Coordinating Board, and further grant permission to the Commission and Board to share such information with any institution that I might attend. I certify that the information I have provided is true and correct to the best of my knowledge. I further understand that if I have provided inaccurate, incomplete, or untrue information on this application, I may be required to reimburse the institution for tuition, fees, and penalties pertaining to the Hazlewood Exemption.

**Veteran’s Signature:** [Signature]

**Date:** 05.19.2021

**Child’s/Spouse’s Signature:** [Signature]

**Date:** 05.19.2021

*Submit this application to your college or university, not to the Texas Veterans Commission*

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**Part E – Legacy Child Certification and Consent**

The Texas Hazlewood Exemption allows eligible Veterans or a designee to transfer all unused hours of the exemption, up to 150 semester credit hours, to a child who is 25 years old or younger on the first day of the term. Legacy recipients will receive an exemption for the number of degree certified hours associated with the specific degree or certificate program he or she is enrolled in consistent with the program length as defined in the school catalog as approved by the regional accreditation commission. Legacy recipients must meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001. Assigned hours may be revoked by the Veteran or the designee.

I (Veteran) [Name of Veteran] waive the right to all of the unused portion of my Hazlewood Exemption and grant permission to transfer those unused Hazlewood hours under Texas Education Code §54.341(k) (Legacy Act) to my eligible child, (child) [Name of Child]. I agree to release current term and historic credit hour information to the Texas Veterans Commission and the Texas Higher Education Coordinating Board to determine the balance of my unused hours. I grant permission for the Commission and Board to share such data with any institution that my eligible child might attend. I understand that only one eligible person may use my hours for a particular term. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

**Veteran’s Signature:** [Signature]

**Date:** __________________________

* If the qualifying Veteran is deceased, the Veteran’s Designee (Print Name) may sign above in Veteran’s place*

**Veteran’s Child’s Signature:** [Signature]

**Date:** __________________________

*Submit this application to your college or university, not to the Texas Veterans Commission*

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**Veterans Resource Center**

**SAM HOUSTON STATE UNIVERSITY**

**Texas Veterans Commission**

Phone: 1-877-898-3833 or 512/463-3168 | TTY/TELD: Dial 711 | Fax: 512/463-3932 | E-Mail: Education@tvctexas.gov | Web: www.tvctexas.gov

An Equal Opportunity Employer
Admission Process for Bachelor Degree Programs

Step 4 Request Certificate of Eligibility (COE)

- Required only if Veteran served on or after September 11, 2001

- **Exception:** On the DD-214 if the separation date falls between September 10, 2001 and August 1, 2009 and the separation type is listed as “Discharge” or “Retirement” you do not need to submit a COE
Admission Process for Bachelor Degree Programs

Step 4 Request Certificate of Eligibility (COE)

- COE, will serve as proof of eligibility or ineligibility

- Apply online at www.va.gov once on the site proceed through the education benefits prompts to apply for your COE from the Veterans Affairs.
Step 4

Click the drop-down box “VA Benefits and Health Care” tab

Continue to next page
Step 4

Click the “Education and training” tab

Click the “How to apply” link

Continue to next page
Step 4

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 4

These questions and answers may vary from person to person

Once completed with the Q&A click the green “Apply Now” tab

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Your application can’t be approved until your sponsor transfers their benefits.

Instructions for your sponsor to transfer education benefits.

You can also apply:

By mail

Call 888-GI-BILL-1 (888-442-4551), Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request that we send the application to you. Fill it out and mail it to the VA regional claims processing office that’s in the vicinity of your address.
Step 4

Click on either link to proceed

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

Continue to next page
Step 4

Complete Form 22-1990E or any other form that is given in order to receive your COE.

Ensure to use the student's name and not the veteran's when filling out Form 22-1990E.

On step 2 of this application be sure to select Post 9/11 GI Bill (Chapter 33).

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

Continue to next page.
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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
Step 5

Go to MySam – Students

Click “Go to CAMPUS CONNECT”

Advising

- 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

1 2 3 4 5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30
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)
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

Documents for Hazlewood Spouse & Dependent users to gather for submission:

- DD-214 (Member 4 copy or Service 2 copy)
- SHSU Hazlewood request for term certification (Electronic form automatically generated on your MySam account)
- Hazlewood Application (Can be obtained by clicking on the corresponding hyperlink on your MySam account)
- Chapter 35 COE
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

- Documents for Hazlewood Spouse & Dependent users to gather for submission:
  - Birth Certificate, or Marriage Certificate, or Adoption Documentation, or Official Tax Transcript from current or previous year (used to indicate dependency of child)
  - VA rating decision letter if the Veteran is Totally and Permanently disabled and or individual unemployable
  - Death Certificate for deceased Veteran (only if needed, DD Form 1300 or civilian form)
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.

Continue to next page
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

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<td>12. RECORD ENTERED AT THIS PERIOD</td>
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<td>13. SEPARATION DATE THIS PERIOD</td>
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<td>14. TOTAL PRIOR ACTIVE SERVICE</td>
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<td>15. TOTAL PRIOR INACTIVE SERVICE</td>
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<td>18. ENTRY TRAINING</td>
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<td>19. EFFECTIVE DATE OF PAY GRADE</td>
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<th>24. CHARACTER OF SERVICE</th>
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| 25. NARRATIVE REASON FOR SEPARATION |

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| 26. DATES OF TIME LOST DURING THIS PERIOD |

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This information is confidential and should be kept secure. Only authorized personnel should have access to this information.
Mr. Sammy BearKat
1905 University Ave
Huntsville, TX 77340

xxx-xx-6789

VA Benefits Information:
Service-connected disability: Yes
Your combined service-connected evaluation is: 100 PERCENT
The effective date of the last change to your current award was: 01-DEC-2014
Your current monthly award amount is: $3,348.64
Are you considered to be totally and permanently disabled due to your service-connected disabilities: Yes

You should contact your state or local office of Veterans’ affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans’ affairs are available at http://www.va.gov/statedva.htm.

Need Additional Information or Verification?
If you have any questions about this letter or need additional verification of VA benefits, please call us at 1-800-627-1000. If you use a Telecommunications Device for the Deaf (TDD), the federal relay number is 711. Send electronic inquiries through the Internet at https://iris.va.gov.

Sincerely yours,
T. MCARTOR
VETERANS SERVICE CENTER MANAGER
Step 6

Report of Casualty
DD-1300

- Admin data
- DD-1300

These areas must be legible

Note: This is only an example document. General appearance and layout may vary

Continue to next page
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

Continue to next page
Additional Hazlewood Information

- The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does **NOT** include living expenses, books, or supply fees.

- Hazlewood covers about 90% of all fees here at Sam Houston State University. It does not cover **service fees** or **athletic fees**.

- Applications and all supporting documentation must be received by the institution no later than 5:00 pm of the **last class day** per the academic calendar. Not to be confused with the **last day of the term**. All submissions submitted prior to the **last class day** will be reviewed for the requested term.

- If a child to whom hours have been delegated fails to use all the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child can use Hazlewood Legacy Benefits at a time.
Contact Us

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

SAM HOUSTON STATE UNIVERSITY

Hours: Monday – Friday, 8:00 am – 5:00 pm
Location: AB3, Suite 110
Phone: 936.294.1046