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

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**Summer 2022**
goapplytexas.org

**Fall 2022**
goapplytexas.org

**Spring 2023**
goapplytexas.org

**Medical Students (TMDSAS)**

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**Which application should I choose?**

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

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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

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Admission Process for Bachelor Degree Programs

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
Step 3

Once on the tvc.texas.gov webpage click the “Education” tab, then click the Hazlewood option.

Continue to next page
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
- Deferrment 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 Deferrment Request Form.
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/](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](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.
   

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/](https://hazlewood.tvc.texas.gov/students/).
Step 3

All parts, 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
All Parts and all blanks must be fully filled out

**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: ________________________________ Date: 05.19.2021

(If applicable.)

Child’s/Spouse’s Signature: ________________________________ Date: 05.19.2021

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

**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.

(Veteran) ________________________________ waives 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) _________________. 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: ________________________________ Date: 05.19.2021

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

**Veteran’s Child’s Signature:** ________________________________ Date: 05.19.2021

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

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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.

Continue to next page
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
Click the green "Find your education benefits form" box
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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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

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

Is your sponsor deceased, 100% permanently disabled, MIA, or a POW?
- Yes
- No

Has your sponsor transferred their benefits to you?
- Yes
- No

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Your application can’t be approved until your sponsor transfers their benefits.
Instructions for your sponsor to transfer education benefits.

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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

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Continue to next page
Click on either link to proceed

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

Follow the steps below to apply for education benefits.

1. Prepare

To fill out this application, you'll need your:
- Social Security number (required)
- Sponsor's Social Security number (required)
- Basic information about the school or training facility you want to attend
- Bank account direct deposit information
- Education history

What if I need help filling out my application? An accredited representative with a Veterans Service Organization (VSO) can help you fill out your claim. Find an

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 students name and not the veterans 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 - six weeks to receive in the mail

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Admission Process for Bachelor Degree Programs

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”

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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

Need to make an appointment? Start here!

Actions

I want to...

Issue an Alert

Quick Links

Take me to...

Schedule a General Event

School Information

Download Center for Reports

Current Visits

You have no current visits.
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

S M T W T F S
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

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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)
Admission Process for Bachelor Degree Programs

Step 6 Document Submission

• Documents for Hazlewood Child Legacy users to gather for submission:
  – DD-214 (Member 4 copy or Service 2 copy)
  – Certificate of Eligibility (Letter from the VA)
  – SHSU Hazlewood request for term certification (Electronic form automatically generated on your MySam account)
Admission Process for Bachelor Degree Programs

**Step 6 Document Submission**

- Documents for Hazlewood Child Legacy users to gather for submission:
  - Hazlewood Application (Can be obtained by clicking on the corresponding hyperlink on your MySam account)
  - Birth Certificate, or Marriage Certificate, or Adoption Documentation, or Official Tax Transcript from current or previous year (used to indicate dependency of child)
  - 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.
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
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

These areas must be legible

Continue to next page
Dear Sammy BearKat:

You have been awarded education benefits under the Post-9/11 GI Bill because transferred benefits to you (38 CFR 21.9570; 38 USC 3319). This letter gives information about your payment(s), remaining benefits, and how to contact us.

What Our Records Show

<table>
<thead>
<tr>
<th>ELIGIBILITY PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>04/02/1998</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

What Benefits Will You Receive

Based on your eligibility percentage and the enrollment information we received from your school(s), we awarded benefits as follows (38 CFR 21.9505; 38 CFR 21.9520; 38 CFR 21.9590; 38 CFR 21.9640; 38 CFR 21.9680; 38 CFR 21.9720; 38 USC 3311; 38 USC 3313):

TUITION AND FEES

Enrollment(s) for the 2019-2020 Academic Year

As of August 21, 2019 you are entitled to receive 100% of the amount(s) payable under the Post-9/11 GI Bill.

SAM HOUSTON STATE UNIVERSITY certified that you were charged $6,174.00 for 16 credit hours, which consists of 6 distance and 10 residence hours for the term dates August 21, 2019 through December 12, 2019.
Step 6
Certificate of Eligibility (COE)
Depletion Letter

“Remaining Benefits” must state that you have 0 months and 0 days remaining in order to use Hazlewood.

These areas must be legible.

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

We issued a tuition and fees payment to your school(s) on your behalf in the amount of $385.88 for the academic year beginning August 1, 2019 and ending July 31, 2020.

**NOTE: Effective August 1, 2012 tuition and fees payments for future enrollments will be scheduled for payment before your first day of term. Unless the school notifies us that you will not be attending, we will send payment on your behalf.

**REMAINING BENEFITS**

As of August 27, 2019 you have 0 months and 0 days remaining (38 USC 3312). You will remain eligible under the Post-9/11 GI Bill until November 4, 2024 (38 USC 3321).

What You Must Do

To assist VA in paying you correctly, you must promptly notify your school’s veterans certifying official and VA if there is any change in your enrollment (38 CFR 21.9635; 38 CFR 21.9675). Generally, we can’t pay you for:

- Courses you do not attend or withdraw from.
- Courses you complete but receive a grade which will not count towards graduation.
- Changes in active duty status.

You are responsible for **ALL** debts resulting from reductions or terminations of your enrollment even if the payment was submitted directly to the school on your behalf (38 USC 3323(a); 38 CFR 21.9695).

For additional information regarding debts, please visit http://www.benefits.va.gov/gibill/resources/education_resources/debt_info.asp.

You may notify VA via:

- The Internet by visiting www.benefits.va.gov/gibill/.
- Telephone by calling toll-free at 1-888-GI-BILL-1 (1-888-442-4551).
- Postal mail by sending correspondence to the address at the top of this letter.

What You Should Do If You Disagree With Our Decision

If you do not agree with this decision, you have one year from the date of this letter to select a review option to preserve your earliest effective benefit date. The review options and their proper applications are as follows, for a(n):

- Supplemental Claim, complete VA Form 20-0995, Decision Review Request: Supplemental Claim
- Higher-Level Review, complete VA Form 20-0996, Decision Review Request: Higher-Level Review
- Appeal to the Board, complete VA Form 10-182, Decision Review Request: Board Appeal (Notice-of-Disagreement)
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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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