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

Step 1 Apply for CH 1606 VA Education Benefit

• Apply online at 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

Continue to next page
Step 1

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

Continue to next page
Step 1
Click “Education and training”
Click “How to apply”
Continue to next page
Step 1
Click “Find your education benefits form”
Continue to next page
Step 1
These are the standard questions and answers for new Veteran applicants.

Once completed click “Apply Now”

Continue to next page
Step 1

Click on either link to proceed

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

Continue to next page

Apply for education benefits

Equal to VA Form 22-1900 (Application for VA Education Benefits).

Save time—and save your work in progress—by signing in before starting your application

When you’re signed in to your VA.gov account:

- We can prefill part of your application based on your account details.
- You can save your application in progress, and come back later to finish filling it out. You’ll have 60 days from the date you start or update your application to submit it. After 60 days, we’ll delete the form and you’ll need to start over.

Note: If you sign in after you’ve started your application, you won’t be able to save the information you’ve already filled in.

Sign in to start your application

Start your application without signing in

Follow the steps below to apply for education benefits.

1 Prepare
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

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Admission Process for Bachelor Degree Programs

Step 2 Apply to University

• Apply online at ApplyTexas.org

• Once on the site proceed through the prompt shown on the next page to complete your application

• Note: There is a Non-refundable $45 application Fee you must pay in order to submit

Continue to next page
Step 2

Click “Get started”

Once completed it will take approximately four - six weeks to receive an acceptance or denial response

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Admission Process for Bachelor Degree Programs

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 occasion's other credits as well

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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

Continue to next page
Step 3

Click “Register”

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

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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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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

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Admission Process for Bachelor Degree Programs

Step 6 Paperwork Submission

• Once you have a class schedule contact the Veterans Resource Center to have the appropriate hyperlinks put onto your MySam Profile for paperwork submission

(Phone Only | 936-294-1046)

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Admission Process for Bachelor Degree Programs

Step 6 Paperwork 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)

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Admission Process for Bachelor Degree Programs

Step 6 Paperwork 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.

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Admission Process for Bachelor Degree Programs

Step 6 Paperwork 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.

Continue to next page
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

Continue to next page
Certificate of Eligibility COE

- Admin Data
- Months and days

These areas must be legible

Continue to next page
Admission Process for Bachelor Degree Programs

Step 6 Paperwork 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.

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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, 2019. Does not account for Kickers.

<table>
<thead>
<tr>
<th>Training Time</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$392.00</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>$293.00</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>$195.00</td>
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<tr>
<td>Less Than 1/2 Time</td>
<td>$98.00</td>
</tr>
</tbody>
</table>

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.
Submit A Question
https://iris.custhelp.lp.va.gov/app/ask

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.

Continue to next page
Contact Us

Location: Academic Building 3, Suite 116
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921
Veterans Resource Center
Hours: 0800-1700
Phone: 936-294-1046