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

Step 1 Apply for CH 31 Vocational Rehabilitation

• Apply for your education benefit online at https://www.ebenefits.va.gov/

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

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Step 1

Once logged into eBenefits Click “Apply” drop down tab

Click “Education and Training” tab

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## Step 1

Click “Vocational Rehabilitation and Employment Benefits”

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<td>Education and Training</td>
<td>Planning to go to school? Apply online for education benefits.</td>
<td>Need help getting back into the workforce? Apply online for vocational rehabilitation and employment benefits.</td>
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<td>Health Care</td>
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<td>Apply online for health benefits.</td>
<td>Apply for non-VA health care benefits and services for yourself and your family through the Purchased Care program.</td>
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<td>Enroll for low-cost, term life insurance, or make changes to your existing VGLI policy.</td>
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Step 1

Click “Apply for Chapter 31”

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

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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

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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

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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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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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SAM Center
Suite 170
Phone: 936-294-4444
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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Step 6 Paperwork Submission

• Document for Vocational Rehabilitation

Chapter 31 users to submit:

– SHSU request for term certification. (Electronic form automatically generated on your MySam account)

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Step 6 Paperwork Submission

• Follow these five steps to submit document:
  – 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 link to submit your document.

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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

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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 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 the submission link for status updates before contacting the Veterans Resource Center.

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<th>MHA Rate</th>
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<td>Full Amount / Full Month</td>
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<td></td>
</tr>
<tr>
<td>(Will not receive funds if all online classes)</td>
<td></td>
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<tr>
<td><strong>Part Time, 7Hrs – 11Hrs</strong></td>
<td>Payable</td>
</tr>
<tr>
<td>(Must be in at least one residential class)</td>
<td>(amount depends on hours)</td>
</tr>
<tr>
<td>(Will not receive funds if all online classes)</td>
<td></td>
</tr>
<tr>
<td><strong>Part Time, 6Hrs or Less</strong></td>
<td>Not Payable</td>
</tr>
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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 currently $100.

Must have an updated Form 1905 every 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 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.

Inquiry Routing & Information System (IRIS)

Welcome to the VA's Inquiry Routing & Information System! We are here to answer your questions.

Please complete the following details on your inquiry using the form below.

How does a Veteran relate to your question?

I am asking about benefits/services: *

What is your question?

Please ask your question or describe the issue in detail in the space below. If the question, or issue, is about a disability, please be specific as to the type of disability(ies) or the issue(s). If you have multiple claims for benefits pending and want the status, please tell us which claim this is about.

Question *
Contact Us

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