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

Step 1 Apply for Post 9/11 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
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

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

Are you claiming a National Call to Service education benefit? (This is uncommon)
- Yes
- No

Are you applying for Veteran Employment Through Technology Education Courses (VET TEC)?
- Yes
- No

Once completed click “Apply Now”
Step 1

Click on either link to proceed

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

Continue to next page
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

Continue to next page
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

Continue to next page
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

Continue to next page
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 https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/

Continue to next page
Step 3
Click “Register”

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

Continue to next page
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

Continue to next page
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

Continue to next page
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)

Continue to next page
Admission Process for Bachelor Degree Programs

Step 6 Paperwork Submission

- Documents for Post 9/11 Chapter 33 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)

Continue to next page
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.

Continue to next page
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
JUNE 5, 2014

Mr. John Doe
3405 Elinor Drive
Mayberry, NC 43275

Dear John Doe:

Certificate of Eligibility

This certifies that you are entitled to benefits for an approved program of education or training under the Post-9/11 GI Bill. You must take this letter to your school. Your school must certify your enrollment before you can get paid.

You have 36 months and 0 days of full-time benefits remaining. Because you are on active duty, you currently have no delimiting date. You're entitled to receive 100% of the benefits payable under the Post-9/11 GI Bill program for training offered by an institution of higher education. We determined this percentage based on your length of creditable active duty service. We based our decision on the following service information:

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>End Date</th>
<th>Service Length (in days)</th>
<th>Training Length (in days)</th>
<th>Total (Service/Training)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/07/2006</td>
<td>Active Duty</td>
<td>2,920</td>
<td>0</td>
<td>2,920</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>2,920</td>
<td>0</td>
<td>2,920</td>
</tr>
</tbody>
</table>

Yellow Ribbon

Because you are eligible at the 100% benefit rate, you may also be eligible to participate in the Yellow Ribbon Program. The Yellow Ribbon Program allows schools to enter into an agreement with VA to provide additional financial assistance to individuals who are charged tuitions and fees that exceed the in-state maximum amount payable under the Post-9/11 GI Bill program. This benefit is only payable if the Post-9/11 GI Bill tuition and fee payment does not cover the full cost of your school’s tuition and fees.

Note: Individuals on active duty are not eligible for this program. The Yellow Ribbon Program is not available at all schools. To determine if your school participates or to get a list of Yellow Ribbon Program participating schools please visit www.GIBILL.va.gov.
Step 6

Certificate of Eligibility (COE)

- Signature Block

These areas must be legible

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

Continue to next page

What You Must Do

You should take this letter to your school's veterans certifying official as proof of your eligibility and ask him or her to submit your enrollment certification to VA. After your school submits your enrollment certification, your tuition and fees payment will be sent to the school on your behalf. All other payments will be sent directly to you.

Other Information

You should promptly notify your school's veterans certifying official and VA if there is any change in your enrollment. Generally, we can't pay you for:

- Courses you don't attend.
- Courses from which you withdraw.
- Courses you complete but receive a grade which will not count towards graduation.

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.

You may notify VA via:

- The Internet by visiting [www.GIBILL.va.gov](http://www.GIBILL.va.gov)
- 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.

If You Have Questions or Need Assistance

If you have questions or need assistance, contact the Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal number is 711. See the "If You Need Help" enclosure for contact information.

Sincerely,

[Signature]

P Curtis
Education Officer
Enclosures: VA Form 4107
If You Need Help
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.

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

<table>
<thead>
<tr>
<th>School Hours</th>
<th>MHA Rate</th>
</tr>
</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>

Books / Supplies Stipend

$1,000.00 a year.

Paid proportionately based on enrollment.

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.

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