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

Step 1 Apply for CH 1606 VA Education Benefit

- Apply online at www.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

Once on the website click the top dropdown tab “VA Benefits and Health Care”

Continue to next page
Step 1
Click the “Education and training” tab
Click the “How to apply” link
Continue to next page
Step 1

Click the green “Find your education benefits form” box

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

### 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

[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

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

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

Continue to next page
Step 2

Go to the Sam Houston State University home webpage

Click the “Apply Now” tab

Continue to next page
Step 2

Explore the different options and pick the one that’s best for you

Take note of the application deadlines below this section

Continue to next page

<table>
<thead>
<tr>
<th>Which application should I choose?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Freshman (only one needed)</strong></td>
</tr>
<tr>
<td>• Bearkat Freshman Application (mobile friendly)</td>
</tr>
<tr>
<td>• ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Transfer Student (only one needed)</strong></td>
</tr>
<tr>
<td>• Bearkat Transfer Application (mobile friendly)</td>
</tr>
<tr>
<td>• ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Former/Returning Student</strong></td>
</tr>
<tr>
<td>• ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Graduate Student</strong></td>
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<tr>
<td>• ApplyTexas Application</td>
</tr>
<tr>
<td><strong>International Student</strong></td>
</tr>
<tr>
<td>• ApplyTexas Application</td>
</tr>
<tr>
<td><strong>Osteopathic Medical Student</strong></td>
</tr>
<tr>
<td>• TMDSAS Application</td>
</tr>
</tbody>
</table>

Bearkat Freshman Application

Bearkat Transfer Application

VETERANS RESOURCE CENTER
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 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

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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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Step 5

Due to COVID-19 the Advising Center is currently only conducting virtual appointments (subject to change)

Click the “Schedule Virtual Appointment” tab

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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)

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Admission Process for Bachelor Degree Programs

Step 6 Document 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 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.

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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.

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

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Step 6
Certificate of Eligibility COE

- Admin Data
- Months and days

These areas must be legible

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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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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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<table>
<thead>
<tr>
<th>Training Time</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$397.00</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>$297.00</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>$198.00</td>
</tr>
<tr>
<td>Less Than 1/2 Time</td>
<td>$99.25</td>
</tr>
</tbody>
</table>

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, 2020. Does not account for Kickers. For all current pay rate tables visit benefits.va.gov/gibill/resources/benefits_resources/rate_tables.asp#ch1606

**VA Education**

1-888-442-4551

All payments to Veterans are issued by the VA. All problems concerning payments will be handle 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.

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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