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

Step 1 Apply for CH 31 Veteran Readiness & Employment

• Apply for your education benefit online at www.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

Continue to next page
Step 1

Once on the website click the top drop-down tab “VA Benefits and Health Care”

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Step 1

Click the “Education and training” tab

Click the “Veteran Readiness and Employment” link

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Step 1

Click the “How to apply” tab

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Step 1

Click the “Apply for VR&E benefits” tab

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

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

Continue to next page
Step 1

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.

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**Which application should I choose?**

<table>
<thead>
<tr>
<th>Category</th>
<th>Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Freshman (only one needed)</td>
<td>Bearkat Freshman Application (mobile friendly)</td>
</tr>
<tr>
<td></td>
<td>ApplyTexas Application</td>
</tr>
<tr>
<td>Former/Returning Student</td>
<td>ApplyTexas Application</td>
</tr>
<tr>
<td>International Student</td>
<td>ApplyTexas Application</td>
</tr>
<tr>
<td>Transfer Student (only one needed)</td>
<td>Bearkat Transfer Application (mobile friendly)</td>
</tr>
<tr>
<td></td>
<td>ApplyTexas Application</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>ApplyTexas Application</td>
</tr>
<tr>
<td>Osteopathic Medical Student</td>
<td>TMDSAS Application</td>
</tr>
</tbody>
</table>

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Bearkat Freshman Application

Bearkat Transfer Application

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**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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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/CCAFC/Display/Article/803247/community-college-of-the-air-force-transcripts/

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Step 3

Click the “Register” tab

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

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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 6

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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Step 6 Document Submission

- Documents for Veteran Readiness & Employment Chapter 31 users to submit:
  - SHSU request for term certification. (Electronic form automatically generated on your MySam account)

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Step 6 Document Submission

- Follow these five steps to submit 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 links to submit your documents.

Continue to next page
Step 6

On the SHSU homepage, click on “Campus Tools” and then click “My Sam” to access your account.

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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.

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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 the submission links for status updates before contacting the Veterans Resource Center
## School Hours

<table>
<thead>
<tr>
<th>School Hours</th>
<th>MHA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time, 12Hrs &amp; Above</td>
<td>Full Amount / Full Month</td>
</tr>
<tr>
<td>(Must be in at least one residential class)</td>
<td></td>
</tr>
<tr>
<td>(Will not receive funds if all online classes)</td>
<td></td>
</tr>
<tr>
<td>Part Time, 7Hrs – 11Hrs</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>Part Time, 6Hrs or Less</td>
<td>Not Payable</td>
</tr>
</tbody>
</table>

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 about $100.

Must have an updated Purchase Order for each 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.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