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 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 drop-down tab “VA Benefits and Health Care”

Continue to next page
Step 1

Click “Education and training”

Click the “How to apply” link

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

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

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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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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.

Which application should I choose?

- **Beginning Freshman (only one needed)**
  - Bearkat Freshman Application (mobile friendly)
  - ApplyTexas Application

- **Former/Returning Student**
  - ApplyTexas Application

- **International Student**
  - ApplyTexas Application

- **Transfer Student (only one needed)**
  - Bearkat Transfer Application (mobile friendly)
  - ApplyTexas Application

- **Graduate Student**
  - ApplyTexas Application

- **Osteopathic Medical Student**
  - TMDSAS Application

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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/

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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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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 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)

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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.
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

These areas must be legible

Continue to next page
Step 6
Certificate of Eligibility (COE)

- Admin Data
- Entitled months and percentage
- Length of creditable active duty service

These areas must be legible

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

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JUNE 5, 2014

Mr. Sammy BearKat 786/23
1905 University Avenue S BearKat
Huntsville, TX 77340 XXX-XX-1878

Dear Sammy Bearkat:

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.
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.

Continue to next page
<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>(Will not receive funds if all online classes)</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>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

$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.

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Contact Us

Location: Academic Building 3, Suite 110
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921