



**Welcome to  
Sam Houston State University**

# Admission Process for Bachelor Degree Programs

## Step 1 Apply for Survivors and Dependents Educational Assistance (Chapter 35)

- Apply online at [www.va.gov](http://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

VA Benefits and Health Care ▾

About VA ▾

Find a VA Location

## Access and manage your VA benefits and health care

### Health care

[Refill and track your prescriptions](#)

[Send a secure message to your health care team](#)

[Schedule and view your appointments](#)

[View your lab and test results](#)

[Apply now for VA health care](#)

### Disability

[Check your claim or appeal status](#)

[View your payment history](#)

[Upload evidence to support your claim](#)

[File for a VA disability increase](#)

[File a claim for compensation](#)

### Education

[Check your Post-9/11 GI Bill® benefits](#)

[View your payment history](#)

[Change your current education benefits](#)

[Compare GI Bill benefits by school](#)

[Apply for education benefits](#)

### Records

[Get Veteran ID cards](#)

[Get your VA medical records](#)

[Download your benefit letters](#)

[Change your address](#)

[Request your military records \(DD214\)](#)



# Step 1

VA Benefits and Health Care ^ About VA v Find a VA Location

Health care > View all in education >

**Education and training** >

Get education benefits

About GI Bill benefits

Eligibility

**How to apply**

Vocational rehabilitation and Employment

Survivor and dependent education benefits

Manage your benefits

View your VA payment history

Check your Post-9/11 GI Bill benefits

Transfer your Post-9/11 GI Bill benefits

Change your GI Bill school or program

Change your direct deposit information

**GI Bill® Comparison Tool**

Learn about education programs and compare benefits by school.

[Check your Post-9/11 GI Bill® benefits](#)

[View your payment history](#)

[Change your current education benefits](#)

[Compare GI Bill benefits by school](#)

[Apply for education benefits](#)

[Get Veteran ID cards](#)

[Get your VA medical records](#)

[Download your benefit letters](#)

[Change your address](#)

[Request your military records \(DD214\)](#)





# Step 1

[Home](#) > [Education and training](#) > [How to apply](#)

## Education and training

Get benefits 

[GI Bill](#)

[Eligibility](#)

**How to apply**

[After you apply](#)

[Vocational Rehab and Employment](#)

[Educational and Career Counseling](#)

[Survivor and dependent benefits](#)

[Other VA education benefits](#)

Manage benefits 

More resources 

## How to apply for the GI Bill and related benefits

Find out how to apply for the GI Bill and other VA education benefits as a Veteran, service member, or qualified family member.

### How do I prepare before starting my application?

- [Find out if you're eligible for VA education benefits](#)
- Gather the documents and information listed below that you'll need to apply for education benefits.
- See what benefits you'll get at the school you want to attend.  
[Use the GI Bill Comparison Tool](#)

**Note:** To apply for Vocational Rehabilitation and Employment (also called Chapter 31) or educational and career counseling (also called Chapter 36) benefits and services, you'll need to use a different application.

[Find out how to apply for Vocational Rehab and Employment](#)  
[Learn more about Educational and Career Counseling](#)

### What documents and information do I need to apply?

- Social Security number
- Bank account direct deposit information
- Education and military history
- Basic information about the school or training facility you want to attend or are attending now

### 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](#) 



# Step 1

These are the standard questions and answers for new applicants

Once completed click “Apply Now”

Continue to next page



Veterans Resource Center  
SAM HOUSTON STATE UNIVERSITY

## 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

Is your sponsor deceased, 100% permanently disabled, MIA, or a POW?



Yes



No

[Apply Now](#)

# Step 1

VA



U.S. Department  
of Veterans Affairs

Search ▾

Contact us ▾

Sign in

VA Benefits and Health Care ▾

About VA ▾

Find a VA Location

[Home](#) > [Education](#) > [Apply for education benefits](#)

## Apply for education benefits as an eligible dependent

Equal to VA Form 22-5490 (Dependents' Application for VA Education Benefits).

### **i** 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](#)



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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 22-5490 in order to receive your COE

Turnaround time should take approximately four - six weeks to receive in the mail

Continue to next page



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VA



U.S. Department  
of Veterans Affairs

Search

Contact us

Sign in

VA Benefits and Health Care

About VA

Find a VA Location

[Home](#) > [Education](#) > **Apply for education benefits**

## Apply for education benefits as an eligible dependent

Form 22-5490

### 1 of 8 Applicant Information

You aren't required to fill in all fields, but we can review your application faster if you provide more information.

First name (\*Required)

Middle name

Last name (\*Required)

Suffix



# 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

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



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

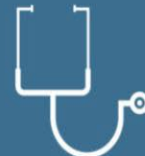
- TMDSAS Application



Bearkat Freshman Application



Bearkat Transfer Application



# Admission Process for Bachelor Degree Programs

## Step 3 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

# Admission Process for Bachelor Degree Programs

## Step 4 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](mailto:samcenter@shsu.edu)

Continue to next page





# Step 4

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

Click the “Schedule Virtual Appointment” tab

Continue to next page

The screenshot shows the homepage of the Sam Houston State University Student Advising & Mentoring (SAM) Center. The top navigation bar is dark blue with the SHSU logo and links for Apply, Visit, More Info, Give, Alumni, and KatSafe. Below this is a secondary navigation bar with links for Getting Started, Majors & Programs, Admissions, Campus Life & Culture, Services & Resources, Athletics, and About SHSU. The main heading is "Student Advising & Mentoring (SAM) Center". Below the heading, a message states: "Due to COVID-19 social distancing standards, we are currently not accepting any visitors in-person. All appointments will be via email or Zoom and drop-in hours are currently not available." A link for the latest COVID-19 updates is provided. A prominent red button labeled "Schedule Virtual Appointment" is centered on the page. Below the button is a horizontal menu with links: Home, Admissions, About Us, Staff, Prospective/New Students, Pre-Transfer-Advising, Current Students, FAQs, and Advisor Tools. The bottom section features a collage of images: a graduate giving a thumbs up, the SAM Center logo, a student playing a trumpet, a "LEAVE YOUR MARK" sign, a clock tower, a student playing guitar, and a graduate holding a diploma.

Sam Houston State University

Apply Visit More Info Give Alumni KatSafe

Campus Tools Fast Links Search

Getting Started Majors & Programs Admissions Campus Life & Culture Services & Resources Athletics About SHSU

## Student Advising & Mentoring (SAM) Center

Due to COVID-19 social distancing standards, we are currently not accepting any visitors in-person. All appointments will be via email or Zoom and drop-in hours are currently not available.

For the latest COVID-19 updates, visit the [university COVID-19 website](#).

[Schedule Virtual Appointment](#)

Home Admissions About Us Staff Prospective/New Students Pre-Transfer-Advising Current Students FAQs Advisor Tools

SHSU

Student Advising & Mentoring Center

LEAVE YOUR MARK

Woof! I'm Tripos, the SHSU puppy...



# SAM Center

SAM HOUSTON STATE UNIVERSITY

Hours: Monday – Friday, 8:00 am – 5:00 pm

Location: CHSS, Suite 170

Phone: 936.294.4444





# Admission Process for Bachelor Degree Programs

## Step 5 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)



Continue to next page

# Admission Process for Bachelor Degree Programs

## Step 5 Document Submission

- Documents for Chapter 35 users to gather for submission:
  - 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 5 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.

Continue to next page



# Admission Process for Bachelor Degree Programs

## Step 5 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.

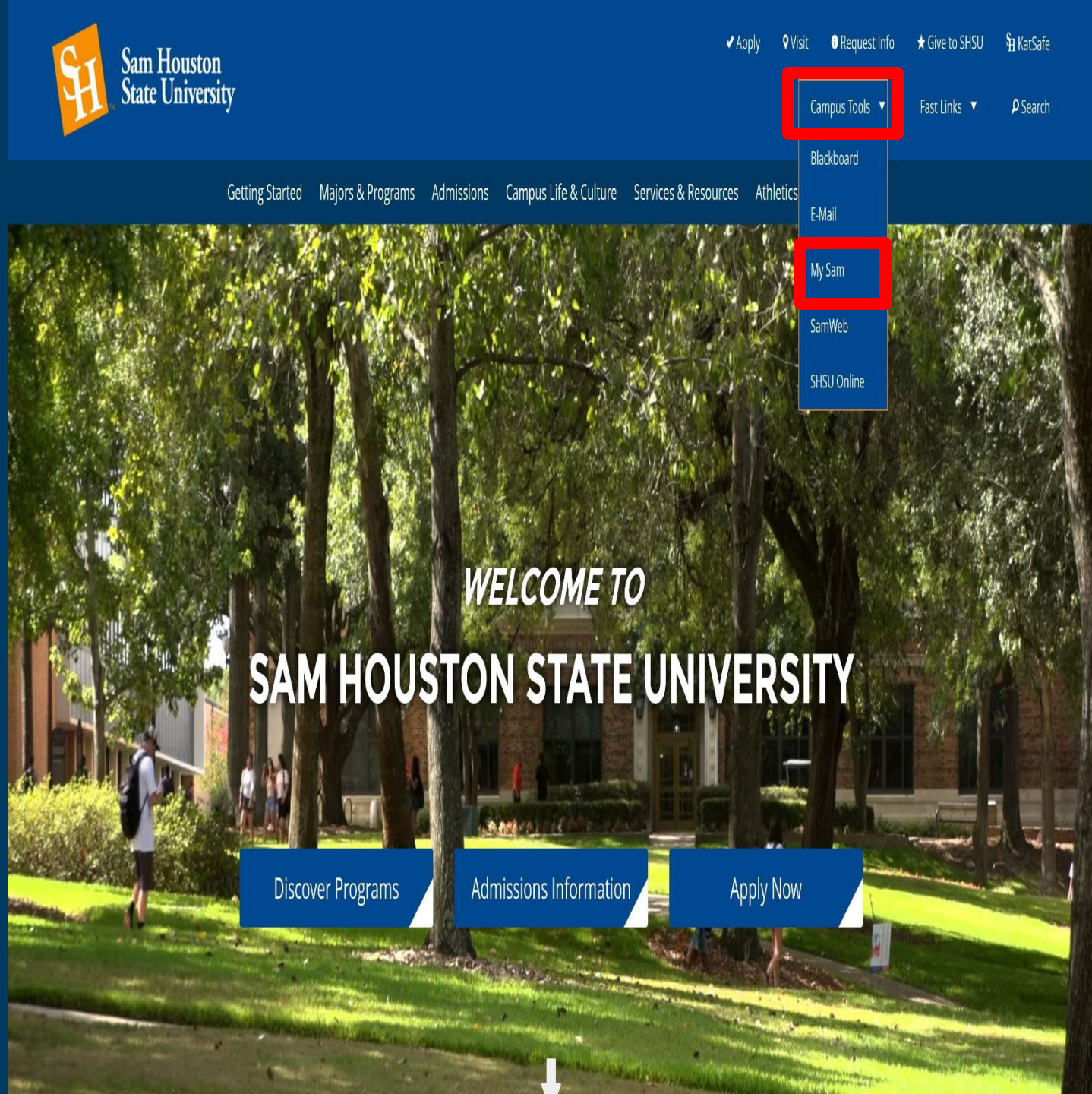
Continue to next page



## Step 5

On the SHSU home page click on “Campus Tools” and then click “My Sam” to access your account

Continue to next page





# Step 5

All Users

Campus Resources

My Account

Registration

Employees

Faculty

Students

Welcome to the new MySam portal! How can we improve this for you? [Share Your Feedback](#)

## Registrar Announcements

- Please see the [Academic Calendar](#) to view important dates for Spring 2018

## Banner - Administrative Applications

Formerly known as Internet Native Banner (INB).

[Banner Administrative Applications](#)

[Document Management \(BDM\)](#)

Access to Banner Administrative Applications and Document Management (BDM) is limited to on campus only. Internet Explorer is required.

[Banner Employee Profile](#)

Access Leave Reports, Time Sheets, EPAFs, and more!

## Newton Gresham Library

[Borrow or Renew Books](#)

[Interlibrary Loan](#)

[Distance Learning Services](#)

[Undergraduate Student Services](#)

[Graduate Student Services](#)

[Faculty Services](#)

[More Services...](#)

[Databases](#)

[Find More on the Library Website](#)

Chat is ON! Ask a librarian.

## SHSU Online Newsletter

## Faculty Self Service Links

- Faculty Dashboard
- Summary Class List (Roster)
- Detail Class List
- Faculty Detail Schedule
- Week at a Glance
- Final Grades
- Attendance Tracking
- Ellucian CRM Recruit
- Access to DegreeWorks

## Campus Connect

Campus Connect provides the entire campus a coordinated care and communication network that helps manage student risk from identification to resolution – using data and analytics to optimize student support and to improve student outcomes. Departments, colleges, and divisions – academic

All Users

Campus Resources

My Account

Registration

Employees

Faculty

Students

## International Payment Procedure

## Office of the Registrar

### Primary functions:

- Registration
- Transcripts
  - Official
  - Unofficial
- Graduation
- [View Grades](#)

### Other Services:

- TSI
- Enrollment Verification

Please visit the Office of the Registrar for more information:

<http://www.shsu.edu/dept/registrar/>

- [Sign up for a payment plan](#)

## IMPORTANT PAYMENT PLAN INFORMATION

- Spring charges and payment plans are now available.
- [Sign up through your student account center](#)
- Basics of the Tuition and Fee Installment Plan
- A nonrefundable \$30 setup fee is charged for enrolling in a payment plan

## Upcoming Due Dates

## Payment Methods

## Make an International Payment

## Important Payment Information

## IRS Form 1098-T Information

Estill Building, Room 103. Hours: 8 AM – 5 PM  
Monday through Friday. Phone [936-294-1083](tel:936-294-1083). Fax  
[936-294-1229](tel:936-294-1229). Email [bursar@shsu.edu](mailto:bursar@shsu.edu)

## How to Pay Your Bill Online

When viewing your student account Summary in Banner Self-Service please note the difference between the **TERM** balance and the **ACCOUNT** balance. The account balance includes all terms for which you are registered, not just the current term.

How to Pay Online / Enroll in a Payment Plan for:

- [Students - PDF](#)
- [Authorized Users - PDF](#)

## Financial Aid Requirements

[Financial Aid Requirements](#)

## Financial Aid Awards

[Financial Aid Awards](#)





# Step 5

## Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year **Academic Year 2018-2019**

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## Eligibility Requirements for Academic Year 2017-2018

### Satisfied Requirements

| Requirement                              | Status | As of Date | Fund Term |
|--|--------|------------|-----------|
| Fall VA Request Certification Form       |        |            |           |
| Free Application for Federal Student Aid |        |            |           |
| Initial Information Letter               |        |            |           |
| Second bachelor aid request              |        |            |           |
| VA Spring Request Certification Form     |        |            |           |

[Select Another Aid Year](#)

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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 5

## Certificate of Eligibility (COE)

- Admin Data

- Entitled months and days

These areas must be legible

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

Continue to next page



DEPARTMENT OF VETERANS AFFAIRS  
Muskogee Regional Office  
PO Box 8888  
Muskogee, OK 74402-8888

July 5, 2019

Mr. Sammy BearKat  
1905 University Avenue  
Huntsville, TX 77340

In Reply Refer To: 351/22  
786/23  
S BearKat  
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 Dependents' Educational Assistance (DEA) program.

**You must take this letter to your school. Your school must certify your enrollment before you can get paid.**

**You will have 45 months and 0 days of full time benefits if you begin using your entitlement (attending a training program) prior to August 1, 2018; you will have 36 months of full time benefits if you begin using your entitlement (attending a training program) on or after August 1, 2018.**

You may only use benefits before January 17, 2027. Generally any remaining benefits can't be used for training on or after that date.

### **Approved Program**

Your intended program of education, as shown below, is approved for Dependents' Educational Assistance (DEA) program benefits.

**Program of Education:**  
**School:**

Bachelor Degree  
Sam Houston State University  
1905 University Ave  
Huntsville TX 77320

This is based on 38 CFR 21.7110 (b)

# Admission Process for Bachelor Degree Programs

## Step 5 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



| Training Time   | Monthly Rate |
|---|--------------|
| Full Time   | \$1,298.00   |
| $\frac{3}{4}$ Time  | \$1,026.00   |
| $\frac{1}{2}$ Time  | \$753.00     |
| Less than $\frac{1}{2}$ time and more than $\frac{1}{4}$ time | \$753.00     |
| $\frac{1}{4}$ time or less                                    | \$324.50     |

Educational Assistance Allowance for trainees under the Survivors' and Dependents' Educational Assistance Program (Chapter 35 of title 38, U.S.C.). The following basic monthly rates are effective October 1, 2021.

### 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.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



Veterans Resource Center  
SAM HOUSTON STATE UNIVERSITY



U.S. Department  
of Veterans Affairs

SITE MAP [A-Z]

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IRIS Links

HealthBenefitsBurials & MemorialsAbout VAResourcesMedia RoomLocationsContact Us

Inquiry Routing & Information System (IRIS)



MEDICAL EMERGENCY  
DIAL 911



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.

Please Select Inquiry Topic and Type

Please Select a Topic \*

Select a Topic

Select an Inquiry Type? \*

Select a Category

--Inquiry Type Help

What is your Question for the VA?

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.

Please do not enter your name, file number, or social security number in the question box below. You will be asked this information in the sections below.

Question \*

How does a Veteran relate to your Question?

I am asking about benefits/services: \*

--

--Veteran Status Help

Preferred Response Type

By default, the VA will respond to you via email. However, if you would like to be contacted by a different method (telephone or US Mail), please select different Preferred Response Type below.

# **Contact Us**

**Location: Academic Building 3, Suite 110**

**Email: [Veterans@shsu.edu](mailto:Veterans@shsu.edu)**

**Phone: 936-294-1046**

**Fax: 936-294-4921**



