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

- 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 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 applicants.

Once completed click “Apply Now”

Continue to next page
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 as an eligible dependent

Equal to VA Form 22-5490 (Dependents' 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
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
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.

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

Continue to next page.
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

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.
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

First click on My Account tab

Second click on Financial Aid Requirements link

Continue to next page
Step 5

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
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

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: Bachelor Degree
School: 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
<table>
<thead>
<tr>
<th>Training Time</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>$1,298.00</td>
</tr>
<tr>
<td>¾ Time</td>
<td>$1,026.00</td>
</tr>
<tr>
<td>½ Time</td>
<td>$753.00</td>
</tr>
<tr>
<td>Less than ½ time and more than ¼ time</td>
<td>$753.00</td>
</tr>
<tr>
<td>¼ time or less</td>
<td>$324.50</td>
</tr>
</tbody>
</table>

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 handled by the VA. The Veterans Resource Center does not control or handle any monetary transactions.
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 110
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921