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 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 “How to apply”
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
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

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Admission Process for Bachelor Degree Programs

Step 2 Apply to University

• Apply online at ApplyTexas.org

• Once on the site proceed through the prompt shown on the next page to complete your application

• Note: There is a Non-refundable $45 application Fee you must pay in order to submit
Step 2

Click “Get started”

Once completed it will take approximately four-six weeks to receive an acceptance or denial response

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

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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
SAM Center
Suite 170
Phone: 936-294-4444
Admission Process for Bachelor Degree Programs

Step 5 Paperwork Submission

• Once you have a class schedule contact the Veterans Resource Center to have the appropriate hyperlinks put onto your MySam Profile for paperwork submission

(Phone Only | 936-294-1046)

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Admission Process for Bachelor Degree Programs

Step 5 Paperwork 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
Step 5 Paperwork 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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Admission Process for Bachelor Degree Programs

Step 5 Paperwork 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.
July 5, 2019

In Reply Refer To: 351/22

Mr. John Doe
3405 Elinor Drive
Mayberry, NC 43275
786/23 J Doe
XXX-XX-1878

Dear John Doe:

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 Paperwork 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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### Educational Assistance Allowance

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<thead>
<tr>
<th>Training Time</th>
<th>Monthly Rate</th>
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<tbody>
<tr>
<td>Full Time</td>
<td>$1,248.00</td>
</tr>
<tr>
<td>¾ Time</td>
<td>$986.00</td>
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<tr>
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<tr>
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<td>$724.00</td>
</tr>
<tr>
<td>¼ time or less</td>
<td>$312.00</td>
</tr>
</tbody>
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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, 2019.

**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.

Continue to next page
Contact Us
Location: Academic Building 3, Suite 116
Email: Veterans@shsu.edu
Phone: 936-294-1046
Fax: 936-294-4921