



Welcome
to

Sam Houston State University

Admission Process for Bachelor Degree Programs

Step 1 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

Continue to next page

Step 1

Click “Get started”

Once completed it will take approximately two weeks to receive an acceptance or denial response

Continue to next page

Explore. Apply. Repeat.

Research your options.

Admission information for every Texas public university and two-year school, plus many private colleges and universities.

[Begin your search »](#)

Apply online.

Complete and submit your admission and scholarship applications online.

[Get started now »](#)

[Preview the 2020-2021 applications »](#)

[Preview the 2019-2020 applications »](#)

[View the 2020-2021 essay prompts »](#)

Do it again.

No need to start from scratch. Copy a completed application and use it to apply to another school.

[Learn how »](#)

Essay prompts for U.S. Freshman and International Freshman applications for enrollment in Summer 2020, Fall 2020, and Spring 2021 have changed. You may preview the [new essay prompts here](#).

First time here? No problem.

[Get started »](#)

It's fast. It's easy.
It's free.

[Create your account now »](#)

Already have an account?

[Log in now](#)

username

password

[Problems logging in? Click here](#)

[Log in](#)

Admission Process for Bachelor Degree Programs

Step 2 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

Continue to next page

Admission Process for Bachelor Degree Programs

Step 2 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/>

Step 2



LOG IN

Quick Links ▾

📍 JST ▾

Who We Serve

Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans.

Register to Use this System

If you are prior Army, Coast Guard, Marine Corps, or Navy or do not have access to a Common Access Card (CAC) reader, then [REGISTER](#) for a JST account.

[How to make updates or corrections to your JST transcript](#)

[How to request an official transcript](#)

[Frequently asked questions](#)

[Academic institutions](#)

👤 [Contact Us](#) <

👤 [For Army Access Issues](#) <

💻 [USAFI/GED Transcripts](#) <

Sign in to JST

👤 Username

🔒 Password

[Forgot Password](#)

SIGN IN

CAC LOGIN

REGISTER



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

Admission Process for Bachelor Degree Programs

Step 4 Hazlewood Application

- Download and print the Hazlewood Application
- Fill out the forms completely according to your status
- Failure to submit complete forms will result in a delay in processing your account

Continue to next page

Step 4



Texas Hazlewood Act Exemption Application Supporting Documentation Instructions

TVC-ED-1a
Eff. June 2016
Page 1 of 1

This page provides links to help complete this form and information on the Hazlewood program

Continue to next page

To apply for the Texas Hazlewood Act Exemption, you must **submit the following documents to your college or university:**

1. **The Hazlewood Exemption Application** (completed and signed). For a [tutorial](http://www.tvc.texas.gov/Hazlewood-Act.aspx) on completing the application, visit: <http://www.tvc.texas.gov/Hazlewood-Act.aspx>.

2. **Report of Separation or Discharge, DD Form 214 (and DD Form 215 if the DD Form 214 has been amended)** – To verify the Veteran's place of entry, home of record at the time of entry, character of service, length of service, and dates of service. The copy you provide to your institution must be legible and contain the information listed above.

A DD Form 214 may be obtained from the National Archives:

<http://www.archives.gov/veterans/military-service-records/>.

If the Veteran was discharged prior to January 1, 1950 previously used separation documents may be used. If the Veteran's DD Form 214 was destroyed in the National Archives fire in 1973 or is otherwise unavailable, then the following documents may be used:

- NA Form 13038, Certification of Military Service
 - Documentation from the National Archives that the Veteran's NA Form 13038 was sent in lieu of the DD Form 214 due to the DD Form 214 not being on file
 - Documentation that Veteran met the requirements of Subchapter B, Chapter 54, Texas Education Code for resident tuition on the date of entry into active duty indicated on the DD Form 214
3. **Certificate of Eligibility for federal GI Bill benefits** – To verify eligibility for the Veteran's, or dependent's federal education benefits. Certificates of eligibility may be obtained by completing an application on the Veterans Online Application (VONAPP) website at <https://www.ebenefits.va.gov/ebenefits/vonapp>.
 - If the Veteran's final discharge is prior to 9/11/2001 the certificate of eligibility is not required.
 4. **If the Veteran died while in service: Report of Casualty, Form DD Form 1300** – To verify the Veteran's place of entry or home of record, and that his/her death was service related.
 5. **If the Veteran is deceased (not service connected)** – Death Certificate for deceased Veteran for use in a Legacy transfer.
 6. **If the Veteran is totally disabled or individually unemployable due to military service-related illness or injury:** You must have a current (within one year) disability ratings decision letter from the VA indicating that rating.
 7. If you are not the Veteran, **Relationship Documentation** – Submit one or more of the following documents to verify your relationship to the eligible Veteran.
 - Birth Certificate, or Marriage Certificate, or Adoption Papers, or Recent IRS Tax Transcript: <https://www.irs.gov/individuals/get-transcript>.
 8. Veterans must reside in the state of Texas during the term that the exemption will be used.
 - Children and spouse of eligible Veterans must be classified as a Texas resident by their institution.
 9. **Hazlewood Online Database Registration** – To comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at <https://hazlewood.tvc.texas.gov/students/>.

Step 4



Texas Hazlewood Act Exemption Application

TVC-ED-1
Eff. June 2016
Page 1 of 2

Only the parts in red
boxes on this page
must be fully filled out

Continue to next page

For (Term) _____ (Year) _____ at (Institution) _____

Submit this application to your college or university, not to the Texas Veterans Commission

Each Veteran, child, or spouse applying to receive an exemption through the Hazlewood Act, (Texas Education Code §54.341) must complete and sign this application and provide the institution with the documentation required to verify eligibility as indicated in this packet. Submit this application and all supporting documentation to your institution's Hazlewood Act Exemption administrator.

I am applying as (check only one):

- ☐ a Veteran intending to use the Hazlewood Exemption (*Complete Parts A, C, & D*)
☐ a child intending to receive a Legacy transfer of benefits (*Complete Parts A-E*)
☐ a child of a totally disabled, service-related deceased, KIA, or MIA Veteran (*Complete Parts A-D*)
☐ a spouse of a totally disabled, service-related deceased, KIA, or MIA Veteran (*Complete Parts A-D*)

I am (check only one):

- ☐ an applicant applying for the first time; or
☐ a previous Hazlewood recipient who has used _____ hours at _____ institution(s).

Total prior hours used: Veteran _____, Legacy (transferred hrs.) _____, Spouse _____, Child (w/own hrs.) _____

Part A – Veteran's Information

Veteran's Name: _____
Last Name First Name MI
Veteran's SSN: _____ Date of Birth: ____/____/____ (MM/DD/YYYY)
Veteran's Student ID# (if applicable): _____
Address: _____
Street City State Zip Code
Phone Number: _____ Email address: _____

Part B – Other User Information

Relationship to Veteran:

- ☐ Biological Child ☐ Step-child ☐ Adopted Child ☐ IRS Dependent ☐ Spouse

Child's/Spouse's Name: _____
Last Name First Name MI
Child's/Spouse's SSN: _____ Date of Birth: ____/____/____ (MM/DD/YYYY)
Child's/Spouse's Student ID# : (if applicable) _____
Permanent Address: _____
Street City State Zip Code
Phone Number: _____ Email address: _____

Part C – Loan Verification

To qualify for the Hazlewood Exemption, the Veteran, child or spouse cannot be in default on a loan that is made or guaranteed by the state of Texas. State loans can be viewed at <http://www.hhloans.com/>.

Does the Veteran, child or spouse have a loan through the Texas Higher Education Coordinating Board?

- ☐ Yes ☐ No

If yes, is the loan in default status?

- ☐ Yes ☐ No ☐ Not Applicable

TEXAS VETERANS COMMISSION

Phone: 1-877-898-3833 or 512/463-3168 | TTY/TDD: Dial 711 | Fax: 512/463-3932 | E-Mail: Education@tvc.texas.gov | Web: www.tvc.texas.gov
An Equal Opportunity Employer



Step 4



Texas Hazlewood Act Exemption Application

TVC-ED-1
Eff. June 2016
Page 2 of 2

All of part D must be
fully filled out

Continue to next page

Part D – Veteran, Child, and Spouse Certification and Consent

The Texas Hazlewood Act Exemption entitles eligible persons to an exemption of tuition and specified fees of up to 150 semester credit hours at public institutions of higher education in Texas. Except for recipients who are the spouse or children of eligible Veterans killed in action, missing in action, or whose death resulted from a service-related injury or illness; all other Hazlewood recipients meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001.

I grant permission to any institution I have enrolled in or intend to enroll in to release credit hour information pertaining to my enrollment to the Texas Veterans Commission and the Texas Higher Education Coordinating Board, and further grant permission to the Commission and Board to share such information with any institution that I might attend. I certify that the information I have provided is true and correct to the best of my knowledge. I further understand that if I have provided inaccurate, incomplete, or untrue information on this application, I may be required to reimburse the institution for tuition, fees, and penalties pertaining to the Hazlewood Exemption.

Veteran's Signature: _____ Date: _____

Veteran's signature is not required if the eligible Veteran is totally disabled, service-related deceased, MIA, or KIA.)

Child's/Spouse's Signature: _____ Date: _____

(If applicable.)

Submit this application to your college or university, not to the Texas Veterans Commission

Part E – Legacy Child Certification and Consent

The Texas Hazlewood Exemption allows eligible Veterans or a designee to transfer all unused hours of the exemption, up to 150 semester credit hours, to a child who is 25 years old or younger on the first day of the term. Legacy recipients will receive an exemption for the number of degree certified hours associated with the specific degree or certificate program he or she is enrolled in consistent with the program length as defined in the school catalog as approved by the regional accreditation commission. Legacy recipients must meet the grade point average satisfactory academic progress requirements and other requirements of Texas Education Code §54.2001. Assigned hours may be revoked by the Veteran or the designee.

I (Veteran) _____ waive the right to all of the unused portion of my Hazlewood Exemption and grant permission to transfer those unused Hazlewood hours under Texas Education Code §54.341(k) (Legacy Act) to my eligible child, (child) _____. I agree to release current term and historic credit hour information to the Texas Veterans Commission and the Texas Higher Education Coordinating Board to determine the balance of my unused hours. I grant permission for the Commission and Board to share such data with any institution that my eligible child might attend. I understand that only one eligible person may use my hours for a particular term. I hereby certify the information I have provided is true and correct. I understand that if I fail to provide accurate information, I may be required to reimburse the institution and penalties may be imposed.

Veteran's Signature: _____ Date: _____

* If the qualifying Veteran is deceased, the Veteran's Designee (Print Name) _____
may sign above in Veteran's place*

Veteran's Child's Signature: _____ Date: _____

Submit this application to your college or university, not to the Texas Veterans Commission

Admission Process for Bachelor Degree Programs

Step 5 Request Certificate of Eligibility (COE)

- COE, will serve as proof of eligibility or ineligibility
- Apply online at VA.gov Once on the site proceed through the education benefits prompts to apply for your COE from the Veterans Affairs.

Continue to next page

Step 5

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 5

VA Benefits and Health Care

About VA

Find a VA Location

Health care

Disability

Education and training

Pension

Housing assistance

Burials and memorials

Life insurance

Records

Service member benefits

Family member benefits

View all in education

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 5

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 5

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

Equal to VA Form 22-1990 (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](#)

Follow the steps below to apply for education benefits.

1


Prepare


Step 5

Complete Form 22-1990 in order to receive your COE

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

Continue to next page





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

Form 22-1990

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

Social Security number (*Required)

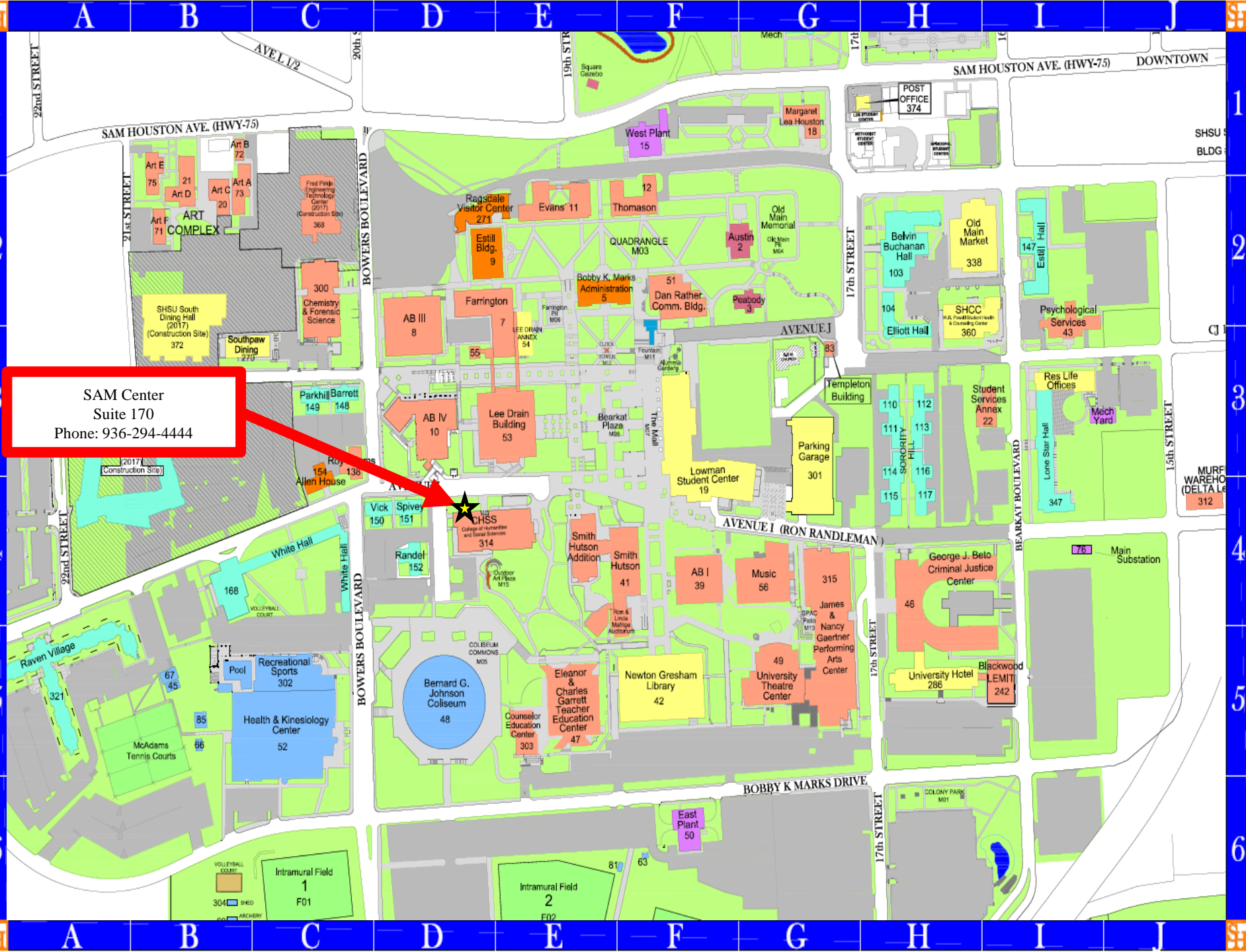
Admission Process for Bachelor Degree Programs

Step 6 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 7 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)

Admission Process for Bachelor Degree Programs

Step 7 Paperwork Submission

- Documents for Hazlewood Veteran users to gather for submission:
 - DD-214 (Member 4 copy or Service 2 copy)
 - Certificate of Eligibility (Letter from the VA)
 - SHSU Hazlewood request for term certification (Electronic form automatically generated on your MySam account)
 - Hazlewood Application (Can be obtained by clicking on the corresponding hyperlink on your MySam account)

Continue to next page

Admission Process for Bachelor Degree Programs

Step 7 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.

Continue to next page

Admission Process for Bachelor Degree Programs

Step 7 Paperwork Submission

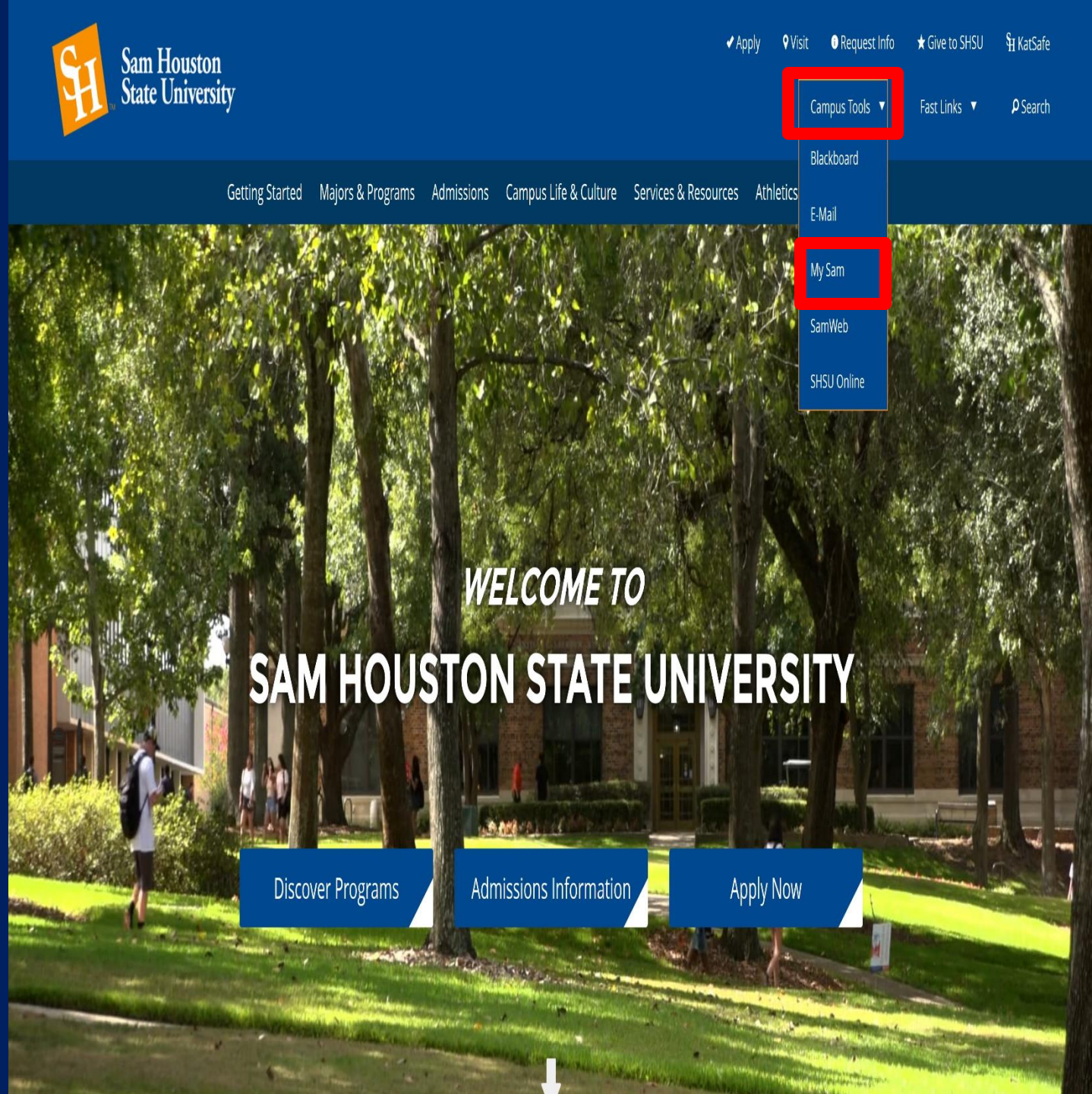
- Follow these five steps to upload documents:
 - Log into your MySam account
 - Click on your My Account tab
 - Go to the bottom right of the page and click on the Financial Aid Requirements link
 - Select the proper academic year.
 - Click on each link to upload your documents.

Continue to next page

Step 7

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

Continue to next page



Step 7

First click on My Account tab

Second click on Financial Aid Requirements link

Continue to next page

Sam Houston State University

SHSUOnline | Blackboard | E-mail | SamWeb | Logout

My Sam

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

Sam Houston State University

SHSUOnline | Blackboard | E-mail | SamWeb | Logout

My Sam

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

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 7

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

Submit

© 2018 Ellucian Company L.P. and its affiliates.

Eligibility Requirements for Academic Year 2017-2018

Student Requirements Holds Academic Progress

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

© 2018 Ellucian Company L.P. and its affiliates.

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 7

DD-214 Member 4 Copy

- Admin Data
- Record of Service
- Type of Separation
- Character of Service
- Member – 4

These areas must be legible

Continue to next page

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED		
9. COMMAND TO WHICH TRANSFERRED				10. SGLI COVERAGE <input type="checkbox"/> NONE <input type="checkbox"/> AMOUNT \$	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)				12. RECORD OF SERVICE	
A				a. DATE ENTERED AD THIS PERIOD	
				b. SEPARATION DATE THIS PERIOD	
				c. NET ACTIVE SERVICE THIS PERIOD	
				d. TOTAL PRIOR ACTIVE SERVICE	
				e. TOTAL PRIOR INACTIVE SERVICE	
				f. FOREIGN SERVICE	
				g. SEA SERVICE	
				h. INITIAL ENTRY TRAINING	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)				14. MILITARY EDUCATION (Course No., number of weeks, and month and year completed)	
M					
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 3107a)				YES	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, type of commitment)				YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO
18. REMARKS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)				b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify date/locality)				OFFICE OF VETERANS AFFAIRS	YES NO
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				YES NO	
21a. MEMBER SIGNATURE	b. DATE (YYYYMMDD)	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)		b. DATE (YYYYMMDD)	
		E			
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Include upgrades)			
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY 4 (Initials)	

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE

MEMBER - 4

Step 7

DD-214 Service 2 Copy

- Admin Data
- Record of Service
- Type of Separation
- Character of Service
- Service – 2

These areas must be legible

Continue to next page



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Document Contains Information Subject to the Privacy Act of 1974, As Amended

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)	
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)					
12. RECORD OF SERVICE					
a. DATE ENTERED AD THIS PERIOD		YEAR(S)	MONTH(S)	DAY(S)	
b. SEPARATION DATE THIS PERIOD					
c. NET ACTIVE SERVICE THIS PERIOD					
d. TOTAL PRIOR ACTIVE SERVICE					
e. TOTAL PRIOR INACTIVE SERVICE					
f. FOREIGN SERVICE					
g. SEA SERVICE					
h. INITIAL ENTRY TRAINING					
i. EFFECTIVE DATE OF PAY GRADE					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGNS RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
15a. COMMISSIONED THROUGH SERVICE ACADEMY					
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107a)					
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 105) (If Yes, specify program)					
16. DAYS ACCRUED LEAVE PAID		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES NO	
18. REMARKS					
The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code)				b. NEAREST RELATIVE (name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality)				OFFICE OF VETERANS AFFAIRS	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				YES NO	
21a. MEMBER SIGNATURE		b. DATE (YYYYMMDD)	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade (Etc. Signature)		b. DATE (YYYYMMDD)
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (include upgrades)			
25. NARRATIVE REASON FOR SEPARATION					
26. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)				30. MEMBER REQUESTS COPY 4 (initials)	

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE

SERVICE - 2

Step 7

Certificate of Eligibility (COE) Depletion Letter

- 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

Continue to next page



DEPARTMENT OF VETERANS AFFAIRS
MUSKOGEE REGIONAL OFFICE
P.O. BOX 8888
MUSKOGEE OK 74402-8888

SEPTEMBER 18, 2019

Mr. John Doe
3405 Elinor Drive
Mayberry, NC 43275

Dear John Doe:

You have been awarded education benefits under the Post-9/11 GI Bill because John Doe transferred benefits to you (38 CFR 21.9570; 38 USC 3319). This letter gives information about your payment(s), remaining benefits, and how to contact us.

What Our Records Show

ELIGIBILITY PERCENTAGE

Our records show, as of September 18, 2019 you are entitled to receive 100% of the benefits payable under the Post-9/11 GI Bill program. We determined this percentage based on John Doe length of creditable active duty service (38 CFR 21.9520; 38 USC 3311; 38 USC 3319). We based our decision on the following service information:

Begin Date	End Date	Service Length (in days)	Training Length (in days)	Total (Service/Training)
04/02/1998	05/27/2013	4,277	0	4,277
Total:		4,277	0	4,277

What Benefits Will You Receive

Based on your eligibility percentage and the enrollment information we received from your school(s), we awarded benefits as follows (38 CFR 21.9505; 38 CFR 21.9520; 38 CFR 21.9590; 38 CFR 21.9640; 38 CFR 21.9680; 38 CFR 21.9720; 38 USC 3311; 38 USC 3313):

TUITION AND FEES

Enrollment(s) for the 2019-2020 Academic Year

As of August 21, 2019 you are entitled to receive 100% of the amount(s) payable under the Post-9/11 GI Bill.

SAM HOUSTON STATE UNIVERSITY certified that you were charged \$6,174.00 for 16 credit hours, which consists of 6 distance and 10 residence hours for the term dates August 21, 2019 through December 12, 2019.

Step 7

Certificate of Eligibility (COE) Depletion Letter

“Remaining Benefits” must state that you have 0 months and 0 days remaining in order to use Hazlewood

These areas must be legible

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

Continue to next page

We issued a tuition and fees payment to your school(s) on your behalf in the amount of \$385.88 for the academic year beginning August 1, 2019 and ending July 31, 2020.***

***NOTE: Effective August 1, 2012 tuition and fees payments for future enrollments will be scheduled for payment before your first day of term. Unless the school notifies us that you will not be attending, we will send payment on your behalf.

REMAINING BENEFITS

As of August 27, 2019 you have 0 months and 0 days remaining (38 USC 3312). You will remain eligible under the Post-9/11 GI Bill until November 4, 2024 (38 USC 3321).

What You Must Do

To assist VA in paying you correctly, you must promptly notify your school's veterans certifying official and VA if there is any change in your enrollment (38 CFR 21.9635; 38 CFR 21.9675). Generally, we can't pay you for:

- Courses you do not attend or withdraw from.
- Courses you complete but receive a grade which will not count towards graduation.
- Changes in active duty status.

You are responsible for ALL debts resulting from reductions or terminations of your enrollment even if the payment was submitted directly to the school on your behalf (38 USC 3323(a); 38 CFR 21.9695).

For additional information regarding debts, please visit
http://www.benefits.va.gov/gibill/resources/education_resources/debt_info.asp.

You may notify VA via:

- The Internet by visiting www.benefits.va.gov/gibill/.
- Telephone by calling toll-free at 1-888-GI-BILL-1 (1-888-442-4551).
- Postal mail by sending correspondence to the address at the top of this letter.

What You Should Do If You Disagree With Our Decision

If you do not agree with this decision, you have one year from the date of this letter to select a review option to preserve your earliest effective benefit date. The review options and their proper applications are as follows, for a(n):

- **Supplemental Claim**, complete VA Form 20-0995, *Decision Review Request: Supplemental Claim*
- **Higher-Level Review**, complete VA Form 20-0996, *Decision Review Request: Higher-Level Review*
- **Appeal to the Board**, complete VA Form 10182, *Decision Review Request: Board Appeal (Notice of Disagreement)*

Admission Process for Bachelor Degree Programs

Step 7 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

Continue to next page

Additional Hazlewood Information

- The Hazlewood Act is a State of Texas benefit that provides qualified Veterans, spouses, and dependent children with an education benefit of up to 150 hours of tuition exemption, including most fee charges, at public institutions of higher education in Texas. This does NOT include living expenses, books, or supply fees.
- Hazlewood covers about 90% of all fees here at Sam Houston State University. It does not cover service fees or athletic fees.
- Applications and all supporting documentation must be received by the institution no later than the last day of class in order to be evaluated for the semester or term.
- If a child to whom hours have been delegated fails to use all the assigned hours, a Veteran may re-assign the unused hours that are available to another child. Only one child will use Hazlewood Legacy Benefits at a time.

Continue to next page

Contact Us

Location: Academic Building 3, Suite 116

Email: Veterans@shsu.edu

Phone: 936-294-1046

Fax: 936-294-4921

Veterans Resource Center
Hours: 0800-1700
Phone: 936-294-1046

