

An aerial photograph of the Sam Houston State University campus. The image shows a mix of academic buildings, a large circular arena, a red running track, and several baseball fields. The campus is surrounded by dense green trees and a residential area with houses and streets. The text "Welcome to Sam Houston State University" is overlaid in a stylized, golden font with a drop shadow effect.

*Welcome  
to  
Sam Houston State University*



# Admission Process for Bachelor Degree Programs

## Step 1 Apply to University

- Note: There is a non-refundable application fee you must pay in order to submit

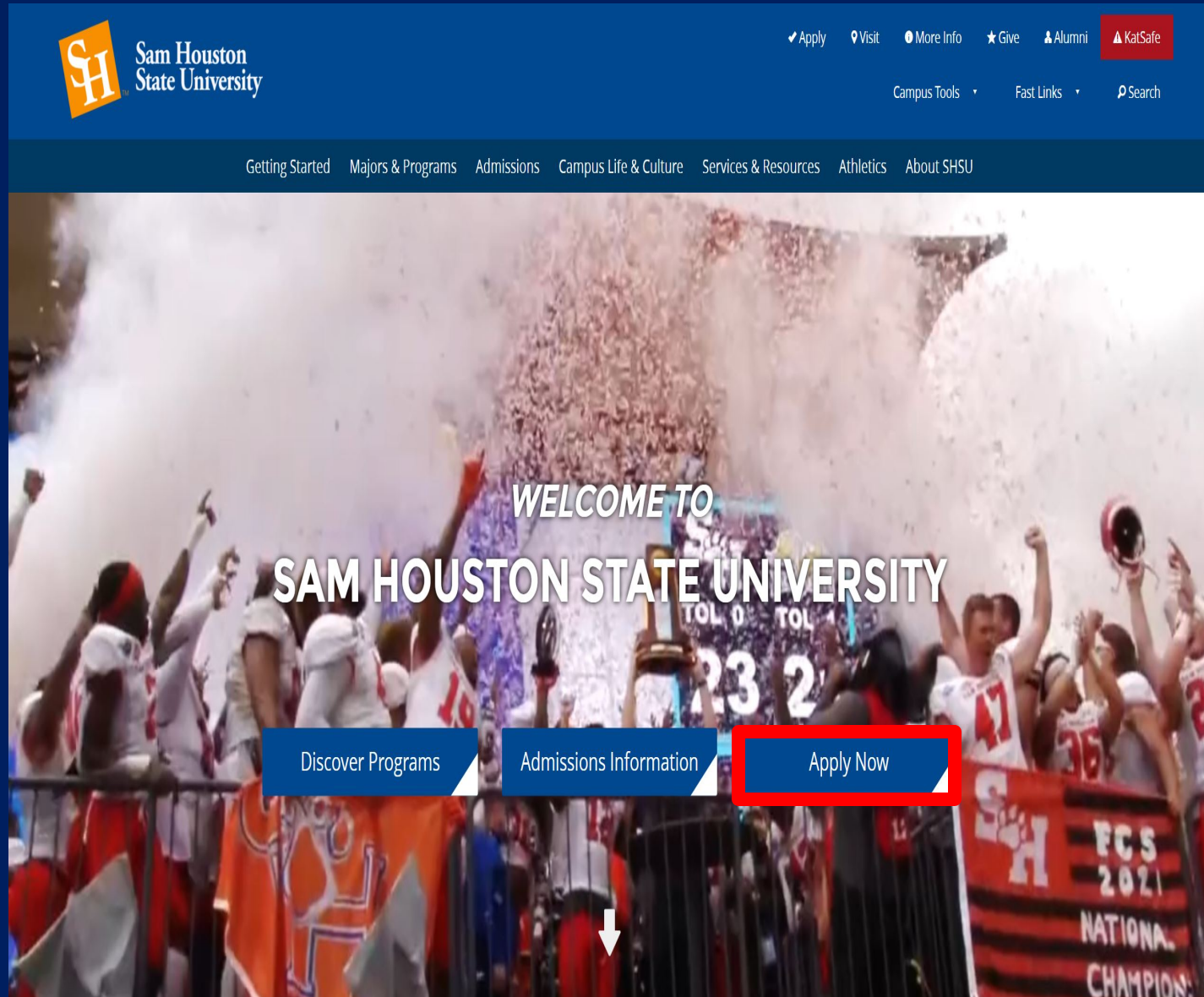
Continue to next page

# Step 1

Go to the Sam Houston State University home webpage

Click the “Apply Now” tab

Continue to next page



# Step 1

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

- TMD SAS Application



Bearkat Freshman Application



Bearkat Transfer Application



# Admission Process for Bachelor Degree Programs

## Step 2 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 3 Hazlewood Application

- Download and print the Hazlewood Application from [tvc.texas.gov](http://tvc.texas.gov)
- Fill out the forms completely according to your status
- Failure to submit complete forms will result in a delay in processing your account



# Step 3

Once on the [tvc.texas.gov](http://tvc.texas.gov) webpage click the “Education” tab, then click the Hazlewood option

Continue to next page

Question, Comment or Complaint? **CONTACT US or CALL (512) 463-6564**


Home / About / Careers / Partners / Events / Media / SECC Campaign / Contact

CRISIS LINE  
1-800-273-8255  
PRESS 1

**TEXAS VETERANS COMMISSION**

CLAIMS **EDUCATION** EMPLOYMENT ENTREPRENEURS GRANTS HEALTH CARE ADVOCACY MENTAL HEALTH WOMEN VETERANS

**BOOK A CLAIMS APPOINTMENT TODAY!**



The Texas Veterans Commission is committed to your health and safety during COVID. Book an appointment now to meet with one of our Claims Benefits Advisors online!

Find an office near you and click the link to view appointment types and availability.

[Click Here >](#)

**COVID-19 VACCINE**  
Find a location near you! [>](#)

**TEXAS VETERANS PORTAL**  
Connects veterans, their families, and caregivers to the benefits and services earned through their military service. [>](#)

**ACTIVE DUTY RESOURCES**  
Texas offers many special benefits for its military service members and veterans. [>](#)

**The mission of the Texas Veterans Commission is to advocate for and provide superior service to veterans that will significantly improve the quality of life for all Texas veterans, their families, and survivors.**

Start Here:



CLAIMS



EDUCATION



EMPLOYMENT



ENTREPRENEURS

# Step 3


This is the Hazlewood information page, scroll down to find the form links

Continue to next page

Question, Comment or Complaint? **CONTACT US or CALL (512) 463-6564**

Home / About / Careers / Partners / Events / Media / SECC Campaign / Contact

CRISIS LINE  
**1-800-273-8255**  
PRESS 1




## TEXAS VETERANS COMMISSION

CLAIMS | EDUCATION | EMPLOYMENT | ENTREPRENEURS | GRANTS | HEALTH CARE ADVOCACY | MENTAL HEALTH | WOMEN VETERANS

### HAZLEWOOD

Home > Education > Hazlewood

What are you looking for?



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 TEAM

**(877) 898-3833**  
[educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov)

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**Rand Binford**  
Hazlewood Supervisor  
[educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov)

**Marcela Clay**  
Hazlewood Specialist  
[educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov)

**Miguel Rodriguez**  
Hazlewood Specialist  
[educationservices@tvc.texas.gov](mailto:educationservices@tvc.texas.gov)

★

VETERAN | CHILD (Legacy) | SPOUSE / DEPENDENT | UNIVERSITIES | FAQ

ELIGIBILITY



# Step 3

Click the “Hazlewood Application” link to access the document

Continue to next page

## RESOURCES

### DATABASE

- [Veteran & Student Login](#)
- [Forgot Password](#)
- [Create Account](#)

### FORMS

- [Hazlewood Application](#)
- [Revocation of Previously Assigned Hours](#)
- [Application For Continued Enrollment](#)
- [Deferment Request Form](#)
- [Sample Documentation Checklist](#)

### LINKS

- [Request copy of DD214](#)
- [List of Texas Public Universities](#)

### STATUTES

- [Texas Education Code §54.341, Hazlewood Act](#)
- [Texas Education Code §54.2001, GPA and Excessive Hours](#)
- [40 TAC §461, Hazlewood Act Administrative Rules](#)

## HOW TO APPLY

1. Apply and be accepted to a Texas public college or university of his/her choice. Go to [www.applytexas.org](http://www.applytexas.org) to apply or use your institution's application for admission.
2. Provide proof (DD214) from the Department of Defense regarding military service and the nature of discharge.
3. Provide proof of eligibility or ineligibility for GI Bill® benefits by requesting a certificate of eligibility for federal education benefits from [VA.gov](http://VA.gov) (if veteran has active duty service after 9/11/2001).
4. Fill out the [Hazlewood Exemption application form](#).
5. Turn in the Hazlewood Exemption application form, a copy of your letter of eligibility / ineligibility, and a copy of your DD214 to the financial aid office of the institution you will be attending. **\*Check with your school on application deadline policies.** *If you qualify for state education benefits earned through military service and your verification paperwork to the school is delayed, you may apply for up to a 60-day deferment of tuition and fees to avoid late charges and/or being dropped from classes by submitting a [Deferment Request Form](#).*

# Step 3



## 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, you do not need to submit this page

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 3



## Texas Hazlewood Act Exemption Application

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

All parts, all boxes, all blanks on this page must be fully filled out

Take note of the example to the right, each part is filled out completely

Continue to next page

For (Term) Summer (Year) 2021 at (Institution) Sam Houston State University

**\*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: BearKat Sammy R  
Last Name First Name MI  
Veteran's SSN: 123-45-6789 Date of Birth: 03 / 02 / 1793 (MM/DD/YYYY)  
Veteran's Student ID# (if applicable): N/A  
Address: 1905 University Ave Huntsville Texas 77340  
Street City State Zip Code  
Phone Number: 936.294.1111 Email address: SB@Email.com

### Part B – Other User Information

Relationship to Veteran:

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

Child's/Spouse's Name: BearKat Jr. Sammy R  
Last Name First Name MI  
Child's/Spouse's SSN: 987-65-4321 Date of Birth: 12 / 29 / 1845 (MM/DD/YYYY)  
Child's/Spouse's Student ID# : (if applicable) 000654321  
Permanent Address: 1905 University Ave Huntsville Texas 77340  
Street City State Zip Code  
Phone Number: 936.294.1111 Email address: SB@Email.com

### 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 3



## Texas Hazlewood Act Exemption Application

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

All Parts and all blanks  
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: Sammy BearKat Date: 05.19.2021

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

Child's/Spouse's Signature: Sammy BearKat Jr. Date: 05.19.2021  
(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.

(Veteran) Sammy BearKat 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) Sammy BearKat Jr.. 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: Sammy BearKat Date: 05.19.2021

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

Veteran's Child's Signature: Sammy BearKat Jr. Date: 05.19.2021

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



# Admission Process for Bachelor Degree Programs

## Step 4 Request Certificate of Eligibility (COE)

- Required only if Veteran served on or after September 11, 2001
- Exception: On the DD-214 if the separation date falls between September 10, 2001 and August 1, 2009 and the separation type is listed as “Discharge” or “Retirement” you do not need to submit a COE

Continue to next page

# Admission Process for Bachelor Degree Programs

## Step 4 Request Certificate of Eligibility (COE)

- COE, will serve as proof of eligibility or ineligibility
- Apply online at [www.va.gov](http://www.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 4

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 4

## VA Benefits and Health Care

## About VA

## Find a VA Location

Health care

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 4

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 4

These questions and answers may vary from person to person

Once completed with the Q&A click the green “Apply Now” tab

Continue to next page

**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

Has your sponsor transferred their benefits to you?

☐ Yes

☒ No

 **Your application can't be approved until your sponsor transfers their benefits.**

[Instructions for your sponsor to transfer education benefits.](#)

**Apply Now**

### You can also apply:

#### By mail



Call [888-GI-BILL-1](tel:888-GI-BILL-1) (888-442-4551), Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request that we send the application to you. Fill it out and mail it to the VA regional claims processing office that's in the

## Step 4

Click on either link to proceed

Note: it is recommended you sign in to complete your application

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 to use transferred education benefits

Equal to VA Form 22-1990E (Application for Family Member to Use Transferred Benefits).

**1 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](#)

**Follow the steps below to apply for education benefits.**

**1 Prepare**

To fill out this application, you'll need your:

- Social Security number (required)
- Sponsor's Social Security number (required)
- Basic information about the school or training facility you want to attend
- Bank account direct deposit information
- Education history

**What if I need help filling out my application?** An accredited representative with a Veterans Service Organization (VSO) can help you fill out your claim. [Find an](#)

# Step 4

Home > Education > Apply for education benefits

## Apply to use transferred education benefits

Form 22-1990E

### 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)

☐ I don't have a Social Security number

Date of birth (\*Required)

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete Form 22-1990E or any other form that is given in order to receive your COE

Ensure to use the students name and not the veterans when filling out Form 22-1990E

On step 2 of this application be sure to select Post 9/11 GI Bill (Chapter 33)

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

Continue to next page



# Admission Process for Bachelor Degree Programs

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

Continue to next page

# Step 5

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 includes 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". A notice 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." Below this notice is a link to the university's COVID-19 website. A prominent red button labeled "Schedule Virtual Appointment" is centered on the page. At the bottom, a horizontal menu lists: Home, Admissions, About Us, Staff, Prospective/New Students, Pre-Transfer-Advising, Current Students, FAQs, and Advisor Tools. The footer features a collage of images including a graduate, the SAM Center logo, a student playing a trumpet, a "LEAVE YOUR MARK" sign, a clock tower, and a student with a guitar.

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

SH Student Advising & Mentoring Sam Houston State University Center

LEAVE YOUR MARK

Wolf! 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 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)

Continue to next page

# Admission Process for Bachelor Degree Programs

## Step 6 Document Submission

- Documents for Hazlewood Child Legacy 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)

Continue to next page

# Admission Process for Bachelor Degree Programs

## Step 6 Document Submission

- Documents for Hazlewood Child Legacy users to gather for submission:
  - Hazlewood Application (Can be obtained by clicking on the corresponding hyperlink on your MySam account)
  - Birth Certificate, or Marriage Certificate, or Adoption Documentation, or Official Tax Transcript from current or previous year (used to indicate dependency of child)
  - Death Certificate for deceased Veteran (only if needed, DD Form 1300 or civilian form)

Continue to next page



# 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.

Continue to next page

# Admission Process for Bachelor Degree Programs

## Step 6 Document Submission

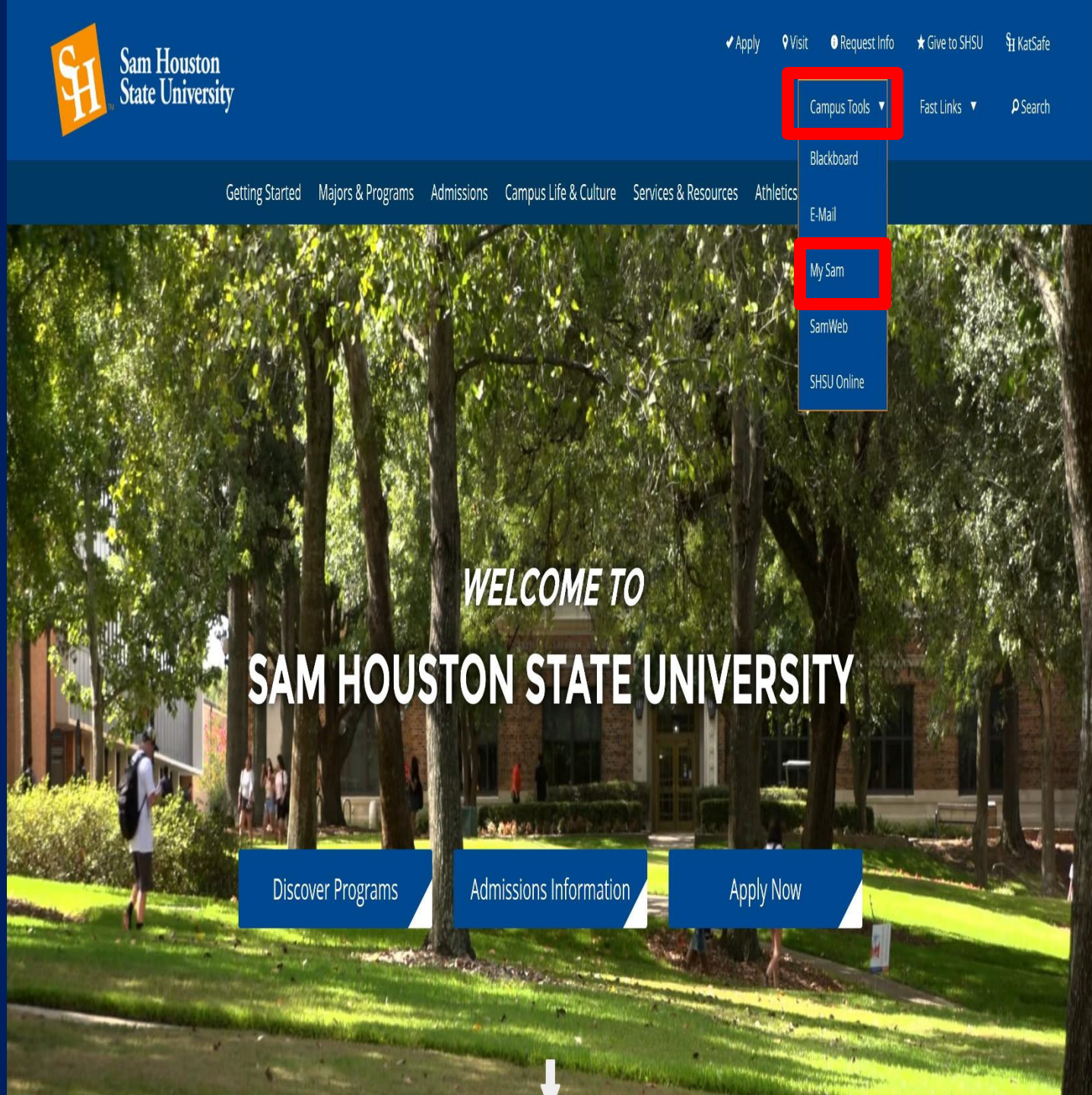
- Follow these five steps to upload documents:
  - Log into your MySam account
  - Click on your My Account tab
  - Go to the bottom right of the page and click on the Financial Aid Requirements link
  - Select the proper academic year.
  - Click on each link to upload your documents.

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

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 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



[Personal Information](#) [Student](#) [Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Aid Year

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

Select Aid Year

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[Personal Information](#) [Student](#) [Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### 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](#)

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# Step 6

## 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			
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	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			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)				14. MILITARY EDUCATION (Course title, 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. 160) (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 6

## 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					
		YEAR(S)	MONTH(S)	DAY(S)	
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					
i. EFFECTIVE DATE OF PAY GRADE					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGNS RIBBONS AWARDED OR AUTHORIZED (All periods of one year completed)					
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, type of commitment)					
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 6

## 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. Sammy BearKat  
1905 University Ave  
Huntsville, TX 77340

Dear Sammy BearKat:

You have been awarded education benefits under the Post-9/11 GI Bill because Sammy BearKat 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 Sammy BearKat 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 6

## 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](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/](http://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 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

# 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 5:00 pm of the last class day per the academic calendar. Not to be confused with the last day of the term. All submissions submitted prior to the last class day will be reviewed for the requested 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 can use Hazlewood Legacy Benefits at a time.

# **Contact Us**

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

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

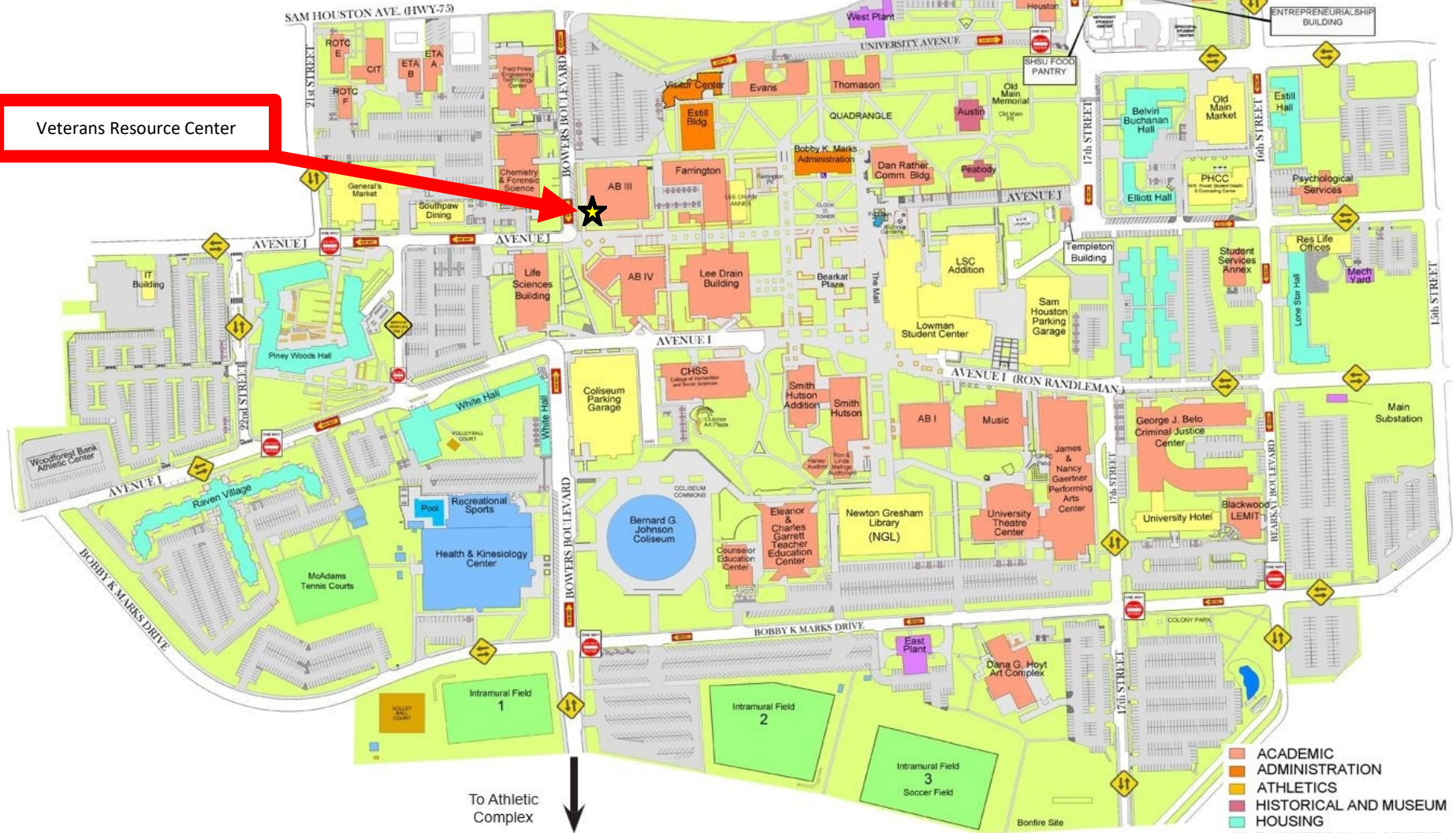
**Phone: 936-294-1046**

**Fax: 936-294-4921**





Phone: 936.294.1046



- ACADEMIC
- ADMINISTRATION
- ATHLETICS
- HISTORICAL AND MUSEUM
- HOUSING
- FACILITIES MANAGEMENT
- REC SPORTS
- STUDENT SERVICES