

# SHSU Hazlewood Act Exemption Documentation Checklist

Eff. June 2019  
Page 1 of 2

Phone: (936)294-1046

veterans@shsu.edu

## Steps prior to filling out paperwork

1. Apply for Sam Houston State University through [applytexas.org](http://applytexas.org)
2. Send all transcripts to SHSU including military transcripts (if applicable)
3. Apply for GI Bill® via [WWW.VA.GOV](http://WWW.VA.GOV) though the VA (if applicable, 2-4 week turnaround)
  - a. This is needed if the veteran served after 9/10/2001
4. See an advisor and register for classes on MySam
  - a. This can be done at the same time as 3

## Required Paperwork

### Required for Veteran

- Hazlewood Application
- SHSU Hazlewood Information Electronic Request Form (Internal electronic form for SHSU only)
- DD 214 Certificate of Release or Discharge from Active Duty (Member 4 Copy, Service 2)
- VA Certificate of Eligibility for GI Bill® benefits if applicable (**required if Veteran served on or after 9/11/2001**)

### For Legacy Students

- Hazlewood Application
- SHSU Legacy Information Electronic Request Form (Internal electronic form for SHSU only)
- Veterans DD 214 Certificate of Release or Discharge from Active Duty (Member 4 Copy, Service 2)
- Birth Certificate, or Marriage Certificate, or Adoption Documentation, or official tax transcript from [www.irs.gov](http://www.irs.gov) from current or previous year indicating dependency of child, and identification of designee if applicable
- VA Certificate of Eligibility for GI Bill® benefits if applicable (**required if Veteran served on or after 9/11/2001**)
- Death Certificate for deceased Veteran if needed

### For Children and Spouses (non-Legacy transfers)

- Hazlewood Application
- SHSU Hazlewood Information Electronic Request Form (Internal electronic form for SHSU only)
- DD 1300 Report of Casualty if the Veteran is deceased
- Veterans DD 214 Certificate of Release or Discharge from Active Duty (Member 4 Copy, Service 2)
- Letter from VA indicating the Veteran's death was service-related or VA rating decision letter if the Veteran is permanent and total disabled and or individual unemployable.
- Birth Certificate, or Marriage Certificate, or Adoption Documentation, or official tax transcript [www.irs.gov](http://www.irs.gov) from current or previous year indicating dependency of child, and identification of designee if applicable
- VA Certificate of Eligibility for GI Bill® benefits if applicable (**required if Veteran served on after 9/11/2011**)

All the forms can be found and submitted on your MYSAM account.

- A. BEGIN AT [WWW.SHSU.EDU](http://WWW.SHSU.EDU)
- B. CHOOSE THE DROP DOWN MENU TITLED CAMPUS TOOLS
- C. CLICK MYSAM
- D. SELECT THE MY ACCOUNT TAB
- E. CLICK FINANCIAL AID REQUIREMENTS
- F. SELECT CORRECT AID YEAR. THE FORMS WILL BE UNDER THE CORRECT AID YEAR

Please See  
Back Page  
For Additional  
Notes

## Notes

The DD Form 214 and other military records may be requested from the National Archives at the following website: <http://www.archives.gov/veterans/>. A NA Form 13038 may be substituted for a DD Form 214 upon National Archives verification that the Veteran's DD Form 214 has been lost or destroyed. The Veteran still must prove home of record or place of entry into active duty as Texas per the procedures below.

Veterans with qualifying service on or after September 11, 2001, are required to provide a VA Certificate of Eligibility statement with their application regarding their Post 9/11 GI Bill® eligibility (applies to all applicants, except as listed below). *Legacy recipients where the Veteran's DD Form 214 has a separation date after September 10, 2001 and prior to August 1, 2009 do not need to submit a VA Certificate of Eligibility if the type of separation is listed as "Discharge" or "Retirement" (to include those medically retired, temporary or permanent).*

Veterans whose DD Form 214 does not indicate a Home of Record or Place of Entry into Active Duty as Texas will be required to provide a Texas high school transcript indicating their graduation within one year of their enlistment. If the entry date is more than one year after high school graduation, the Veteran will be required to provide one of the following: lease or mortgage documentation, pay stubs, or W2 to verify Texas residency in accordance with Subchapter B, Texas Education Code § 54.

## **DD Form 214, Certificate of Release or Discharge from Active Duty**

Generally, the Member – 4 copy of the DD Form 214 should be used to verify a veteran's qualification for the Hazlewood Act Exemption. If a veteran has lost his or her Member – 4 copy, the other permissible copies of the DD Form 214 are:

- Service – 2
- Veterans Administration – 3;
- Department of Labor – 5
- State Director of Veterans Affairs – 6
- Service – 7;
- Service – 8.