



Sam Houston State University  
**Veterans Benefits Processing**  
Strategic Enrollment & Innovation

**START YOUR NEW ADVENTURE!**

1. Complete the online application for Sam Houston State University at [applytexas.org](http://applytexas.org)
2. Submit your university or college transcripts to the Admissions Office to include military transcripts if applicable. SHSU Code: 003606 Note: Veterans are credited degree requirement KINE 2115 for military service.
3. Speak with a Sam Center advisor to create a degree plan.
4. Register for classes in your MySam account.

**DOCUMENTS REQUIRED FOR HAZLEWOOD**

**Hazlewood Veteran**

- **DD FORM 214** | Certificate of Release or Discharge from Active Duty (**MEMBER 1 not accepted**)
- **Hazlewood Application** | REVISED 01DEC2021
- **Veteran Certificate of Eligibility** | Complete online application for VA Form 22-1990 at VA.gov, required if service is Post 9/10/2001
- **Online Request Form** | Request form found on student MySam account.

**Hazlewood Legacy (CHILD)**

- **DD FORM 214** | Certificate of Release or Discharge from Active Duty (**MEMBER 1 not accepted**)
- **Hazlewood Application** | REVISED 01DEC2021
- **Proof of relation to the Veteran** | Birth Certificate, Marriage Certificate, Adoption Documentation, or IRS Tax Transcript
- **Student Certificate of Eligibility** | Complete online application in students name for VA Form 22-1990E at VA.gov, required if service is Post 9/10/2001.
- **Veteran Death Certificate** | If applicable
- **Online Request Form** | Request form found on student MySam account

**Hazlewood Child & Spouse (Non-Legacy/Disability)**

- **DD FORM 214** | Certificate of Release or Discharge from Active Duty (**MEMBER 1 not accepted**)
- **Hazlewood Application** REVISED 01DEC2021
- **Proof of relation to the Veteran** | Birth Certificate, Marriage Certificate, Adoption Documentation, or IRS Tax Transcript
- **Summary of Benefits VA Award Letter** | Obtainable from VA.gov in the records section under the download your benefit letters
- **DD FORM 1300** | Only if applicable
- **VA Letter** | Statement confirming Veteran's death was service connected, only if applicable.
- **Online Request Form** | Request form found on student MySam account.



### SUBMITTING DOCUMENTS

Once you have a class schedule contact our office to activate the document submission links in your MySam account

5. Log into your MySam account
6. Click the My Account tab
7. Find the Financial Aid box
8. Click the Unsatisfied Requirements box
9. Select your current enrollment Aid Year and click Submit

### 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 or 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 at time of entry into active duty or the 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, W2s, or any other documentation the school may require, verifying Texas residency in accordance with Subchapter B, Chapter 54, Texas Education Code.

### ACCEPTABLE TYPES OF DD FORM 214

- Member – 4
- Service – 2
- Service – 7
- Service – 8
- Veterans Administration – 3
- Department of Labor – 5

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