# CHECKLIST FOR TEXAS VETERANS

ACTIVATE YOUR HAZLEWOOD EXEMPTION BENEFITS

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Date Complete</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Apply for Admission – <a href="http://www.tamut.edu/Start.html">http://www.tamut.edu/Start.html</a> Follow the five steps on this webpage to complete the admission process.</td>
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| **2** | Transcripts – Veterans must request a copy of their military transcript to be sent to A&M-Texarkana. Military transcripts can be obtained from the following:  
- Army, Navy, Marine Corps, Coast Guard - [https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do](https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do)  
| **3** | Documents required for type of Hazlewood Hours to be used:  
For Veteran Applicants:  
- Hazlewood Application  
- DD214, Member 2 or 4 copy  
- VA Certificate of Eligibility (See * Note)  
For Legacy Applicants (Veteran transferring unused hours to child):  
- Hazlewood Application  
- Veterans DD214, Member 2 or 4 copy  
- VA Certificate of Eligibility (See * Note)  
- Birth Certificate, or Adoption Documents, or IRS 1040 from current or previous year  
- Copy of Death Certificate for deceased Veterans |               |
| **4** | For Spouse or Child Applicants (Veteran is 100% disabled or deceased):  
- Hazlewood Application  
- DD1300 Report of Casualty if the veteran is deceased  
- Veterans DD214, Member 2 or 4 copy  
- VA Certificate of Eligibility (See * Note)  
- Letter from VA indicating the veteran’s death was service-related  
- VA Rating letter if veteran is disabled  
- Birth Certificate, or Adoption Documents, or IRS 1040 from current or previous year |               |
| **5** | Hazlewood Application for Continued Enrollment – an eligible veteran, spouse, child or Legacy child, must submit the Hazlewood Application for Continued Enrollment once each academic year after initial application to maintain continued eligibility for the exemption. The most current version of this application is located at [http://www.tamut.edu/Veterans-Services/Forms.html](http://www.tamut.edu/Veterans-Services/Forms.html). |               |
| **6** | Hazlewood hours remaining – Print a statement of your remaining hours of Hazlewood eligibility at [https://www1.thecb.state.tx.us/Apps/HSH/students/](https://www1.thecb.state.tx.us/Apps/HSH/students/). |               |
| **7** | Request to Certify Benefits – You must submit a completed Request for Certification as soon as you register for classes for the following term. The earlier you register and notify the SCO, the more likely you will begin receiving benefits in a timely manner. |               |
| **8** | Financial Aid – You may also apply for financial aid and scholarships. See [www.tamut.edu/finaid](http://www.tamut.edu/finaid). |               |

**Note on VA Certificate of Eligibility:**  
If veteran served on or after 9/11/2001, COE is required. For Legacy applicants, if veteran’s separation/retirement date is after 9/10/2001 and prior to 8/01/2009, COE is not required.