

Sam Houston State University

Student Veterans Checklist (VA)

- Apply for GI Bill benefits by completing the Veterans Online Application (VONAPP) at www.gibill.va.gov If the VA finds you eligible, they will mail you a “Certificate of Eligibility” or an “Award Letter” with information about your benefit. Please submit a copy of your Certificate of Eligibility to our office once you have a class schedule and filled out the VA Request Form. Also for first time veterans please submit a copy of your official transcript to SHSU. This must be done before we can certify you to the VA.
- Complete a “Request for Certification” form for the appropriate semester(s). **DO NOT WAIT TO RECEIVE YOUR CERTIFICATE OF ELIGIBILITY BEFORE YOU COMPLETE/SUBMIT THIS FORM.** You must do this **EVERY** semester.
- Drop off a **COPY** of your DD-214 (Member 4 Copy) to the Registrar’s Office (Suite 331, Estill Building) in Order to update your TSI exemption status. **THIS MUST BE DONE!**
- Obtain your Bearkat OneCard identification card, which can be done in Suite 230 in the Estill Building. For more information use the following link: <http://www.shsu.edu/onecard/>
- Establish a Sam Houston Computer Account, Activate your computer account through [Computer Services](#). You can get help with this by calling the helpdesk at 936-294-1950. They are located in Academic Building 1.
- Meet with your academic advisor in the [Student Advising and Mentoring \(SAM\) Center](#). The SAM Center is located in the College of Humanities & Social Science Building – Suite 170. To contact the SAM Center, please call 936-294-4444.
- Register for classes using [MYSAM](#). For registration assistance, please contact the Registrar’s Office at 936-294-1040 or visit the Estill Building – Suite 331.
 - During registration you may:
 - Sign up for a parking permit
 - Opt to pay tuition and fees on an installment plan
- ***Keep the Veterans Resource Center informed of any changes in your enrollment status (add/drop, withdrawal, change of major, etc...) as any of these may affect your benefit.***
- The Veterans Resource Center is located in Academic Building III Room 116 and is open from 8 a.m. to 5 p.m. Monday through Friday. We encourage you to contact us with questions/concerns. Please visit us in person, online at http://www.shsu.edu/~reg_www/VRC/index.html or by phone (936) 294-1046 ○ *Our office staff includes knowledgeable student veterans/dependents and “School Certifying Officials” to assist you in accessing and making the most of your educational benefits including help with the transition from military to university life and the challenges this may present.*