

1. **VA Eligibility Letter:** To apply for Federal VA Educational Benefits visit the U.S. Department of Veteran Affairs web page at this link: <http://www.gibill.va.gov/>

If you have trouble with the application process, you can call a VA Education Case Manager at 1-888-GIBILL -1 (1-888-442-4551) to ask for help. After submitting the application to the VA, you will receive an Eligibility Letter.

2. **Copy of DD-214:** Required of all veteran applicants. Applicants who are dependents of veterans are exempt from this requirement.
3. **Official academic transcripts from all colleges previously attended:** The VA requires that schools evaluate transcripts from all previously attended colleges for possible credit toward the current program of study.
4. **Official Military Transcript:** Required of all veteran applicants. Applicants who are dependents of veterans are exempt from this requirement. The following links are provided to assist veterans in obtaining official military transcripts.
 - Army (AARTS transcript): <https://aartstranscript.army.mil>
 - Navy & Marine Corps (SMART Transcript): <https://smart.navy.mil/smart/welcome.do>
 - Air Force (CCAF Transcript): <http://www.au.af.mil/au/ccaf/transcripts.asp>
 - Coast Guard (CGI Transcript): <http://www.uscg.mil/hq/cgi> (Transcripts requests can be found under LINKS)

IMPORTANT: Many users are having certificate trouble when ordering a transcript. The problem is a DoD level issues. Please see the following instructions to help resolve the issue. [Click here!](#)

5. Southwest Texas Junior College **VA course selection form:** This form is required of all applicants each semester. The form must be signed by an SWTJC academic advisor.

Since the VA will not pay for classes outside of the applicant's stated degree objective, it is very important that you ensure all of your transcripts, including military transcript, have been received and evaluated by the Southwest Texas Junior College Registrar's Office before your academic advisor signs off on your [Course Selection Form](#).

The Hazlewood Exemption is an exemption of tuition and fee charges offered by the State of Texas to eligible Veterans and eligible dependents. Information and application forms are available at the [Texas Higher Education Coordinating Board's web page](#).