



Home About SWTJC Admissions Academics Student Life Directory

Search

Student Life Menu

- ⊕ Activities & Events
- ⊕ Athletics
- Bookstore
- ⊖ Counseling & Advising
 - Complaints
 - Disability Support Services
 - International Students
 - Links - Counseling
 - Transfer Information
 - Tutoring Centers
 - Veterans/Military Students
- Housing
- Multimedia
- Parking Permit Express
- Police
- ⊕ Student Business Office
- ⊕ Student Success Services

Veterans/Military Students

- [Contact Information](#)
- [Student Communication](#)
- [Policies and Guidelines](#)
- [Documentation](#)

Contact Information

Steve Martinez
VA Certifying Official

Office Hours: Monday through Thursday 8:00 am to 6:00 pm; Friday 8:00 am to noon

Email: srmartinez@swtjc.edu

Mailing Address: 2401 Garner Field Road, Uvalde TX 78801

Office Location: Rodolfo & Dolores Flores Student Services Building, Admissions Office

Student Communication

All current SWTJC students must use the Portal to access all correspondence in regards to Veterans Affairs. Enrollment certifications and status updates for your VA file will only be sent to the Portal so please make sure that you have access to this e-mail service at all times.

If you have any questions please direct all inquiries to my email which is listed in the contact information.

Prospective students who have not yet applied or been accepted to SWTJC may use their personal e-mail accounts such as yahoo, hotmail, gmail, etc. to contact me and ask any questions. Upon acceptance to SWTJC, it will be your responsibility to make sure you have access to the Portal email service.

[SWTJC Portal User Guide](#)

Policies and Guidelines

Please click the link for the [Veteran Affairs Policies and Guidelines](#).

Documentation

Applications and supporting documentation for VA Educational Benefits may be dropped off at any of the Admissions Offices at the Uvalde, Eagle Pass, or Del Rio campuses during regular office hours. Documents may also be scanned and emailed to Steve Martinez (srmartinez@swtjc.edu) or mailed.

Documents Required to File a Claim for Federal VA Educational Benefits:

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](#).

[Home](#) | [About SWTJC](#) | [Admissions](#) | [Academics](#) | [Student Life](#) | [Directory](#)

Copyright © 2015 Southwest Texas Junior College | 2401 Garner Field Road, Uvalde, Texas 78801 | (830) 278-4401 | [Click here](#) to contact the Web Ninja | [Group M7 Design](#)