

CHECKLIST FOR HAZLEWOOD BENEFITS

Contact Linda Forest at 903.434.8192 or lforest@ntcc.edu with any questions

	ACTION NEEDED		Date Completed
FIRST SEMESTER ONLY	1	Admissions- Apply for admission at www.ntcc.edu/admissions	
	2	Transcripts- If you received training for college credit, whether in a military or civilian setting, request a transcript. Military transcripts can be obtained from the following: • Army, Navy, Marine Corps, Coast Guard- https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do • Air Force- http://www.au.af.mil/au/ccaf/transcripts.asp	
	3	Documents required for type of Hazlewood Hours to be used: For Veteran Applicant: - δ Hazlewood Application - δ DD214, Member 2 or 4 copy - δ VA Certificate of Eligibility (See *Note) 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 — Submit valid Texas ID or drivers license for student and veteran For Legacy Applicants (Veterans 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 — Submit valid Texas ID or drivers license for student and veteran *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	
	4	Submit Documents - Please submit all documents either in person at the Student Services building or email to veteranaffairs@ntcc.edu.	
EVERY SEMESTER	5	Hazlewood Hours Remaining- Submit a statement of your remaining hours of Hazlewood eligibility at https://www1.thecb.state.tx.us/Apps/HSR/sutdents/ .	
	6	Request to Certify Benefits- You must submit a completed request for Certification as soon as you register for classes for the following term. <i>The earlier you register and notify the SCO, the more likely you will begin receiving benefits in a timely manner.</i>	