



VICTORIA COLLEGE

TEXAS HAZLEWOOD ACT DOCUMENTATION CHECKLIST

Required for Veteran

1. _____ Hazlewood Hours from [Texas Veterans Commission Database](#) (first-time applicant must create an account)
2. _____ [Texas Hazlewood Act Exemption Application](#)
3. _____ DD-214, Member-4 ^{1 2}
4. _____ VA Certificate of Eligibility for GI Bill Benefits (required if veteran served on or after 9/11/2001) ³
5. _____ Copy of Texas Driver License or Photo ID (first-time applicants only)

Required for Legacy Applicant

1. _____ Hazlewood Hours from [Texas Veterans Commission Database](#) (Dependent & Veteran must create an account and provide used hours)
2. _____ [Texas Hazlewood Act Exemption Application](#)
3. _____ Veteran's DD-214, Member-4 ^{1 2}
4. _____ VA Certificate of Eligibility for GI Bill Benefits (required if veteran served on or after 9/11/2001) ³
5. _____ Birth certificate (biological child), marriage certificate & birth-certificate (step-child), or adoption documentation, or two IRS Transcript of Tax Return from current & previous year indicating dependency of child, and identification of designee if applicable
6. _____ Death certificate for deceased Veteran
7. _____ Copy of Texas Driver License or Photo ID (Dependent & Veteran – first-time applicants only)

Required for Spouse or Child (other than Legacy)

1. _____ Hazlewood Hours from [Texas Veterans Commission Database](#) (Spouse or Child must create an account and provide used hours)
2. _____ [Texas Hazlewood Act Exemption Application](#)
3. _____ DD 1300 Report of Casualty if Veteran died while on Active Duty ¹
4. _____ Veteran's DD-214, Member-4 ¹
5. _____ VA Certificate of Eligibility for GI Bill Benefits (required if veteran served on or after 9/11/2001) ³
6. _____ Letter from VA indicating the Veteran's death was service-related
7. _____ VA Rating Decision Letter if the Veteran is disabled
8. _____ Birth certificate (biological child), marriage certificate (spouse) & birth-certificate (step-child), or adoption documentation, or two IRS Transcript of Tax Return from current & previous year indicating dependency of child, and identification of designee if applicable
9. _____ Copy of Texas Driver License or Photo ID (first-time applicants only)

All Paperwork must be submitted in order to process awards. Incomplete files will delay processing of benefits.

Notes

¹ Military records, such as the DD-214, Member-4, can be retrieved from the [U.S. National Archives](#) website.

² Veterans whose DD-214 does not indicate a home of record at time of entry into active duty or the place of entry into active duty as Texas will be required to provide a Texas high school transcript indicating their graduation within one year of their enlistment. If their entry date is more than one year after high school graduation, the Veteran will be required to provide one of the follow: lease or mortgage documentation, pay stubs, W2s, or any other documentation the school may require to verify Texas residency.

³ A VA Certificate of Eligibility for GI Bill Benefits is received after completing the [Department of Veterans Affairs online application for education benefits](#). Legacy/Spouse/Child applicants will need to complete VA form 22-1990e on Vets.gov and submit confirmation page. Legacy recipients where the Veteran's DD-214 has a separation date after September 10, 2001 and prior to August 1, 2009 do not need to submit a VA Certificate of Eligibility if the type of separation is listed as "Discharge" or "Retirement" (to include those medically retired, temporary, or permanent).