Hazlewood Legacy Initial Application Checklist

This checklist is a guide to successfully complete an Initial Hazlewood application at TTU.

1. Congratulations! You’ve been admitted to TTU, attended Red Raider Orientation (if required) and registered for classes with no expected changes to your class schedule. You are ready to apply for Hazlewood benefits!
2. Watch Instructional Video https://www.youtube.com/watch?v=IJdNsjaFj5I
3. Go www.mvp.ttu.edu
4. Click on the MVP Forms Portal button
5. Log in using your eraider username and password
6. Select Hazlewood Initial Application
7. Read the instructions provided within the digital application.
8. Select the term in which you are applying
9. Complete all sections:
10. You are prompted to correctly enter previously used Hazlewood hours. Obtain this information by logging into the TVC database https://hazlewood.tvc.texas.gov/students/. Incorrectly entering hours will result in a delay or denial of your benefit.
11. Digitally sign application.
12. Click green send to parent button.

   Special Note to Legacy Program students: Since the veteran who is transferring benefits to you must also electronically sign your application, you must complete the following additional items:


   - **Student:** Click Give Access
   - Enter the Email address of the veteran who is transferring benefits to you
   - Assign a PIN number and click Send.
   - Inform the veteran of the pin number which you selected.

14. **Veteran:** The veteran will receive an email requesting an electronic signature on your Hazlewood Application. The veteran must use the PIN number which you selected and shared, in order to electronically sign your application.
15. **Note:** The veteran must be sure to enter the “R” in front of your R# or an error will be received. Example: R00000000 and the PIN: 0000
17. Refer to MVP Form instructions. Watch videos https://www.youtube.com/channel/UC4OJu4SjdmfX_coNc-GtPVA
18. Incomplete application, incorrect information, not submitting and skipping steps will delay or deny your benefits.
19. Official Communication is sent to your TTU email. Be sure to check your TTU email for important notifications regarding your benefits. Also, communicate with your veteran parent regarding any notifications received.
Upload Documentation (Illegible, altered & damaged documents are not permissible).

1. **DD214:** Upload a permissible DD214. By law, the applicant is required to submit a legible complete DD214. Permissible copies of DD214 are Member 4, Service 2, Veterans Administration 3, Dept. of Labor 5, State Dir. Of VA – 6, Service 7, and Service 8. 
   **NOTE:** If using prior service active duty time to document 181 active duty days, the prior service DD214 with discharge is required. Applications with redacted, altered and/or damaged DD214 will be returned for correction. A member 1 and 4 together on one page is not acceptable. If you do not have a permissible DD214: Create an account [https://www.va.gov/](https://www.va.gov/) to request a DD214. Another option is to order a copy from the National Archives [https://www.archives.gov/veterans/military-service-records](https://www.archives.gov/veterans/military-service-records)

2. **If served after 8/01/2009:** Attach VA eligibility Award or Denial letter of federal educational benefits. To verify dependent’s eligibility of federal education benefits. Certificates of eligibility may be obtained by completing an application on the Veterans Online Application (VONAPP) website at [https://www.va.gov/](https://www.va.gov/). This process takes 6 to 8 weeks. Start this process as soon as possible. This item is needed at the time of application.

3. **Proof of Dependency to Veteran:** Attach a legible copy of the child’s birth certificate listing veteran as parent, OR the most recent IRS Tax Transcript of veteran listing dependent child (IRS Transcript link is [www.irs.gov](http://www.irs.gov)), OR court ordered document listing veteran as guardian of child. Step-child attach a copy of a marriage license connecting veteran with the parent on child’s birth certificate

4. **Veteran Currently Physically Reside in Texas:** The Texas Administrative Code 461.30 remains in effect for initial and continued Hazlewood applications for the Veteran student and Legacy student. Confirm the veteran meets this law by attaching UTILITY or PHONE BILL with veterans name & address and is less than 30 days old, OR 2 other documents containing veterans name and current address.

5. **Deceased Veteran:** Attach a copy of the Veterans’ Death Certificate

6. **Revocation Form:** Only one child can utilize Legacy within a semester. The Veteran must complete the Revocation form if wishing to revoke hours from one child and assign to Hazlewood another at: [http://www.tvc.texas.gov/documents](http://www.tvc.texas.gov/documents). Attach a copy of the form.

**Required Action Steps (Document uploads are not required)**

**Veterans TVC Database:** [https://hazlewood.tvc.texas.gov/students/](https://hazlewood.tvc.texas.gov/students/) Veteran- Register and Create a username and password as the veteran using your own information to track your Hazlewood hours.

**Student’s TVC Database:** [https://hazlewood.tvc.texas.gov/students/](https://hazlewood.tvc.texas.gov/students/) Student - Register and Create a username and password as the Legacy student using your own information to track your Hazlewood hours.

**Selective Service:** [https://www.sss.gov](https://www.sss.gov) all male US citizens ages 18-25 to complete Selective Service registration before Hazlewood may be received.
Action Required: If you are utilizing Federal Educational Benefits, submit a MVP Certification Form for federal benefits.

Legacy Recipient: You and the veteran must meet all Hazlewood benefit requirements and may be asked to show proof that the Veteran is currently physically residing in Texas each semester in which you are applying for Hazlewood.

Satisfactory Academic Progress Policy – SAP GPA: Veteran, Legacy and child & spouse of 100% totally and permanently disabled veterans must meet the Financial Aid Satisfactory Academic Progress Policy – SAP GPA. 
http://www.depts.ttu.edu/financialaid/satisfactoryAcademicProgress.php

The Hazlewood Act is a State of Texas law. You are encouraged to review the Texas Education Codes: https://www.tvc.texas.gov/education/hazlewood-act/.

06/06/2019 Hazlewood Legacy Checklist 3 of 3