

## Child or Spouse KIA, MIA and 100% Total & Permanently Disabled Hazlewood Checklist

### Not Hazlewood Legacy

This checklist is a guide to successfully completing an Initial Hazlewood application.

1. Congratulations! You've been admitted to TTU, attended Red Raider Orientation and registered for classes with no expected changes to your class schedule. You are ready to apply for Hazlewood benefits!
2. Go <https://www.depts.ttu.edu/mvp/>
3. Click on the MVP Forms Portal button (RED BUTTON)
4. Log in using your eraider username and password
5. Select Hazlewood Initial Exemption Application
6. Select the term in which you are applying
7. Choose which Hazlewood you are using (veteran, legacy, disability or spouse)
8. Enter Veterans biographical and DD214 information
9. Sign application and submit
10. Go back to the form's portal home page
11. Click on My Application
12. Upload required documentation
13. Once all required documentation is uploaded your status will show as "Submitted"

### Upload Documentation

- 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 also 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 via <https://www.va.gov/> and request a DD214. Another option is to order a copy from the National Archives <https://www.archives.gov/veterans/military-service-records>
- 2. Disability Rating Letter:** Upload the VA rating letter **OR** Ch 35 Dependents Educational Assistance (DEA) Award Letter verifying Veteran is rated 100% totally & permanently disabled for the purpose of employability. <https://www.va.gov/> Veterans can create a username and password. Click on Download the required document by clicking - VA letters "Benefits Summary - Veteran Benefits" link.
- 3. DD1300 for KIA or MIA:** Report of Casualty If you do not have a DD1300, you may request documentation at <https://www.va.gov/survivors/faqs.asp>
- 4. 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. **Stepchild-** attach a copy of a marriage license connecting veteran with the parent on child's birth certificate. **Spouse-** attach a legible copy of the marriage certificate.