Hazlewood Legacy Checklist

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. Enter veterans' email to sign application
10. Sign application and submit
11. The veteran will receive an email requesting an electronic signature on your Hazlewood Application.
12. Go back to the form's portal home page
13. Click on My Application tab
14. Upload required documentation
15. Once all required documentation is uploaded your status will show as "Submitted"

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 also required. Applications with redacted, altered and/or damaged DD214 will be returned for correction. A member 1 and 4 together on one page are 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. If served after 8/01/2009: Attach VA eligibility Award or Denial letter of federal educational benefits. To verify eligibility for the Veteran's, or dependent's 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/. 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), 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

4. Veteran Currently Physically Reside in Texas: ONE utility BILL OR PHONE BILL (less than 45-days old) listing veteran's name and address. If you do not have one of the mentioned documents, you must

attach TWO DOCUMENTS that are addressed to the veteran showing veteran's name and address and is less than 45-days old. Documents will be reviewed for approval.

5. Deceased Veteran: Attach a copy of the Veterans' Death Certificate in place of proof veteran resides in Texas

6. Revocation Form: If a child has utilized HW legacy before the student applying a revocation form is needed. Only one child can utilize Legacy within a semester. We will need a notarized Revocation Form to complete your application. The Revocation Form can be found here: https://www.tvc.texas.gov/wp-content/uploads/2016/10/Form-TVC-ED-5-Revocation_of_Previously_Assigned_Texas_Hazlewood_Act_Exemption_Hours-June-2016.pdf