

### Initial Hazlewood Disability/Spouse Checklist & Guide

1. To be eligible for the Hazlewood Legacy exemption, the student must be coded as a Texas Resident and social security number must be listed in the student record.

To update Texas Residency or social security number, contact the following departments:

#### **Residency status**

##### Undergraduate Admissions

<https://www.depts.ttu.edu/admissions/>

(806) 742-1480

[admissions@ttu.edu](mailto:admissions@ttu.edu)

##### Graduate Admissions

<https://www.depts.ttu.edu/gradschool/>

(806) 742-2787

[graduate.admissions@ttu.edu](mailto:graduate.admissions@ttu.edu)

#### **Social Security Number (SSN)**

##### Office of the Registrar

<https://www.depts.ttu.edu/registrar>

(806) 742-3661

[registrar@ttu.edu](mailto:registrar@ttu.edu)

2. Submit an Initial Hazlewood Application with required documents via the [MVP Forms Portal](#) - select the RED BUTTON.
3. Log in using your eRaider/Raiderlink ID username and password.
4. Select Hazlewood Initial Exemption Application if this is the first time you apply at Texas Tech (**even if you have used Hazlewood at a different school**).
5. Select the term in which you are enrolled in
6. Choose which Hazlewood type you are using
  - ☐ a child of a totally disabled, service related deceased, KIA, or MIA Veteran (Parts A-D apply)
  - ☐ a spouse of a totally disabled, service related deceased, KIA, or MIA Veteran (Parts A-D apply)

Please Note: To qualify for Hazlewood disability, the Veterans VA rating letter is a required document and must indicate a **Total & Permanent Disability or have an unemployable status through the VA**.

7. Enter the Veteran's corresponding DD214 information
  - a. Please note that there is not time in service requirement for a child or spouse using disability Hazlewood. However, the veteran would still need to meet the time requirements.
    - i. Per code 40 TAC, Rules 461.50 and 461.60
8. Sign & submit the application.
9. Go back to the MVP forms portal Student Dashboard home page
10. Click on the "My Applications tab"
  - a. Upload the required documentation listed under "not submitted"
    - i. The Military Payment Plan is not required but highly recommended to complete. That documentation will be located in your application.
11. Once all required documentation is uploaded your status will show as "Submitted"
  - a. Monitor application status weekly until status is listed as "Complete"

**EVERY SEMESTER, IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE A HAZLEWOOD APPLICATION IS SUBMITTED & ANY REQUIRED DOCUMENTS ARE UPLOADED TO THE HAZLEWOOD APPLICATION.**

**The deadline to submit the Hazlewood Exemption:** the last day of classes (NOT THE LAST DAY OF THE SEMESTER), as noted on the TTU Academic Calendar.

**ALL STUDENTS MUST UPLOAD THE FOLLOWING DOCUMENTATION**  
(Illegible, altered & damaged documents are deemed not permissible)

**Child/Spouse of Totally Disabled, KIA, MIA, or Service-Related Deceased Veteran:**

1. **DD214:** By law, the applicant is required to submit a legible complete DD214. Permissible copies of DD214 are Member 4 or Service 2 versions that indicate Home of Record or Place of Entry as Texas, and the veteran received an Honorable or Under Honorable Conditions discharge. ~~the veteran served at least 181 days of active duty (Does NOT include initial entry training time).~~ If you do not have a permissible DD214: Create an account via [VA.gov](http://VA.gov) and request a DD214 or request a Service Verification Letter. Another option is to order a copy of your DD214 from the National Archives [archives.gov/veterans/military-service-records](http://archives.gov/veterans/military-service-records)
  - a. If the DD 214 lists the veteran's DoD ID number and not the veteran's Social Security Number (SSN), your application will require a copy of the veteran's SSN card as an alternative form of verification.
    - i. Please note that there is not time in service requirement for a child or spouse using disability Hazlewood. However, the veteran would still need to meet the time requirements.
      1. Per code 40 TAC, Rules 461.50 and 461.60
2. **Proof of Dependency to the Veteran:** Attach a legible copy of:
  - a. The child's birth certificate listing the veteran as a parent
  - b. legal court documents or adoption papers showing the veteran is the child's legal guardian
  - c. If the student is a stepchild, attach a copy of a marriage license connecting the veteran with the parent on the child's birth certificate.
  - d. The veteran's most recent IRS Tax Transcript listing the student as a dependent. IRS Transcript link is [www.irs.gov](http://www.irs.gov)
  - e. if the veteran and the spouse are Common law married, Per section [FAMILY CODE CHAPTER 2. THE MARRIAGE RELATIONSHIP](#) A Declaration of Informal Marriage must be signed on a form prescribed by the bureau of vital statistics and provided by the county clerk.
3. **Disability Rating Letter:** You must have a current (within one year) disability ratings decision letter from the VA. This letter must state the veteran is **totally and permanently disabled or meet the eligibility requirements for individual unemployability according to the disability ratings** of the Department of Veterans Affairs. You can obtain this letter by going to <https://www.va.gov/> Create a username and password. Then, Click on Download the required document by clicking - VA letters "Benefits Summary - Veteran Benefits" link. Upload the required document and resubmit this application.
4. **If Veteran Served After 08/01/2009:** Attach Certificate of Eligibility letter for Chapter 33: Post 9/11 GI Bill, OR a Chapter 33: Post 9/11 GI Bill denial letter issued by the VA, the denial letter can be in the student's or the veteran's name. 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 6-8 weeks. Please start this process as soon as possible. Students must exhaust ALL 100% Post 9/11 GI Bill benefits before Hazlewood can be utilized. **Chapter 33: Post 9/11 benefits a denial letter must be in the student's name.** If a student is using Chapter 35, the Certificate of Eligibility can be used as a denial letter.
  - a. If veteran served before September 11, 2001, no denial letter is needed.
  - b. Legacy recipients whose veteran parent separated between 9/10/2001 and 8/1/2009 do not need to submit a VA CoE of Eligibility if the type of discharge is listed as "Discharge or Retirement", this includes medically retired, temporary or permanent.
  - c. If you are using Chapter 33 benefits and Hazlewood, please provide a CoE dated less than 6 months from the start of the semester.

5. **DD1300 for KIA, MIA, or Service-Related Death (ONLY IF APPLICABLE):** Upload a Report of Casualty (Killed in Action or Missing in Action Report) in place of DD214 if applicable. If you do not have a DD1300, you may request the document from the VA at [va.gov/survivors/faqs.asp](https://va.gov/survivors/faqs.asp).

Official communication is done through TTU Email.

The MVP Office will contact you via TTU email if additional documentation is required.

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

**Students have up to the last day of classes, not the last day of the semester, to submit their application.**