Veterans Applying for the Hazlewood Exemption
1st Time Student at College of the Mainland

Interactive Links (click on link – open hyperlink to access applications, forms and documents).

1. Apply and be accepted to a **Texas public** college or university of his/her choice. Go to www.applytexas.org to apply or use your College of the Mainland's application for admissions.
2. Provide proof (DD214) from the Department of Defense regarding military service and the nature of discharge.
3. Provide proof of eligibility or ineligibility for GI Bill benefits (Chapter 31, 33/Post-9/11) by requesting a certificate of eligibility for federal education benefits online here (if the Veteran does not have active duty service after 9/11/2001 – skip this step)
4. Fill out the Hazlewood Exemption application form; and print out.
5. Please submit all transcripts – college, universities, trade or technical and military transcripts to College of the Mainland's Admissions Office. https://build.com.edu/uploads/sitecontent/files/veterans/Request_for_Military_transcripts_(1)_RS1.pdf to request a copy of the military transcript be sent to the college.
6. Request for Certification Form https://build.com.edu/uploads/sitecontent/files/veterans/veteransbenefits.pdf and the Veterans Student Responsibility Form https://build.com.edu/uploads/sitecontent/files/veterans/Veteran_Responsibility_Form_RS1.pdf.
7. Veteran transcript Evaluation Request https://build.com.edu/uploads/sitecontent/files/veterans/Veterans_Transcript_Evaluation_Request_form_RS1.pdf
8. Hazlewood Online Database Registration – To comply with the Federal Educational Rights and Privacy Act (FERPA) requirements, all applicants (Veteran and dependents) must register into the Hazlewood online database to use the Hazlewood Exemption at: https://hazlewood.tvc.texas.gov/students/ . Printout page verifying number of Hazlewood Exemption Hours used (even if it indicates zero).
9. Submit the completed Request for Certification Packet to COMVETS@COM.EDU by providing the following documents. Forms must be filled in - *no blank sections*. Incomplete packets will be rejected.
    1. Hazlewood Exemption application
    2. a copy of your letter of eligibility/ineligibility for Post 911 benefits
    3. a copy of your DD214
    4. Veteran Transcript Evaluation Request form
    5. Printed copy of your registration and fee payment schedule. (after you have registered for your classes). Go to WebAdvisor > located under Registration, then click on Fee Statement and Schedule
    6. Printout verification page from the Texas Veterans Commission Website (Hazlewood Exemption) verifying the number of Hazlewood hours used or showing zero hours used.

All _Complete_ Request for Certification, Application Packets and documents must be sent to comvets@com.edu for processing (requests sent to individual's emails will be rejected),