



Checklist of Instructions for Hazlewood Veterans and Dependents

First Time using Hazlewood at HCC	Continuing to use Hazlewood at HCC
Complete and submit Houston Community College admissions application.	Apply for Hazlewood Benefit -Visit (http://www.tvc.texas.gov/Hazlewood-Act.aspx) -Complete Hazlewood Application and submit it to the HCC VA Office
Receive Exhaust of Benefits letter from the U.S. Department of Veterans Affairs Regional Office.	Register for HCC courses
Apply for Hazlewood Benefit -Visit (http://www.tvc.texas.gov/Hazlewood-Act.aspx) -Complete Hazlewood Application and submit it to the HCC VA Office	Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.
Request your official post-secondary academic transcripts from all previous college/universities as well as credentials from schools of training.	
Request your official military transcript. <ul style="list-style-type: none"> • Visit https://jst.doded.mil/smart/signIn.do • Select Houston Community College (Distance Learning) 	
Mail ALL transcripts to the following address: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <p>Houston Community College Office of Admissions & Records P.O. Box 667517 Houston, Texas 77266-7517</p> </div> <div style="text-align: center;"> <p>A sealed, official post-secondary academic transcript may be hand-delivered to the HCC VA Office at 3220A Main Street Houston, TX 77002.</p> </div> </div>	
Provide a copy of your DD214 (only Member 2,3,4,6, or 8; excluding 1) to the HCC VA Office.	
Visit with an HCC academic advisor to create a signed degree plan.	
Register for HCC courses.	
Submit a Veterans Affairs Certification Request within 24 hours of registration to avoid your courses being dropped.	
Submit a Veterans Affairs Information Data Sheet (only once)	*This benefit may not be used in conjunction with Chapter 1606.*
Transfer Students: Submit a Form 22-1995 (veteran) or Form 22-5495 (dependent) and the above requirements.	
<p>*If any steps are not completed, your package will not be considered complete and it will not be processed by the HCC VA Office.*</p>	