



USING GI BILL® BENEFITS

STEP-BY-STEP GUIDE



- ☐ 1. Apply for GI Bill® eligibility at **vets.gov/education**, or mail your application to: Veteran Administration, 125 S. Main St., Muskogee, OK 74401. Toll free: 1-888-442-4551
- ☐ 2. Apply for admission to the University of Oklahoma at **apply.ou.edu**. For questions, please contact the Office of Admissions & Recruitment at (405) 325-2151.
- ☐ 3. Provide a copy of your GI Bill® Certificate of Eligibility to Veteran Student Services (VSS). Scan and email to **veterans@ou.edu** or visit Buchanan Hall, Rm. 216. (**Ch 31 - VR&E students**: your VA Counselor creates an online authorization for VSS to download.)

***REPEAT STEPS 4 - 7 EVERY SEMESTER
YOU DESIRE TO RECEIVE BENEFITS.***

- ☐ 4. Meet with a college advisor to declare a VA approved degree program and identify courses required for that program you can enroll in.
WARNING: "Pre" degrees (Pre-Nursing, Pre- Health, Pre-Med, et. al,) are not VA approved. Use your advisor to select a VA approved parallel degree program that requires the same courses as your desired "pre" degree.

See **inquiry.vba.va.gov** to review OU's approved programs
ADVISORS CAN IDENTIFY YOUR BEST OPTIONS

- ☐ 5. **GRADUATE STUDENTS ONLY** - Complete a Program of Study (PoS). Contact your Graduate Liaison for assistance. **Graduate College Requirement:** Your course schedule must match your approved PoS before courses can be approved for certification.

- ☐ 6. Enroll in courses as recommended by your advisor, or as listed on your PoS.
WARNING: You will not receive VA benefits for courses determined as unnecessary for your VA approved program.

7. Submit a **Veterans Course Confirmation** Form every semester you want to use benefits. The form is located at:

- ☐ **one.ou.edu** -> Resources -> Veterans Course Confirmation.
Forms route through our course approval process in the order they were received. After VSS certifies approved courses, the VA may require an additional 30 - 45 days for processing before payments are released.

IMPORTANT

Submit a new Veterans Course Confirmation Form any time you "Add" a course to your schedule and want to use your VA benefit toward it.





NON-RESIDENT

MILITARY CONNECTED & Ch 30/31/33/35 Beneficiaries



*** Reclassification Eliminates Non-Resident Tuition Charges ***

You may be eligible for reclassification to Resident student status. This does not change your legal state of residence.

To determine eligibility, scan and email; fax; or submit required supporting documents to:

The University of Oklahoma
Office of Veteran Student Services
1000 Asp Ave., Room 216
Norman, OK 73019-4076
fax: (405) 325-3639
email: veterans@ou.edu

If your program charges a flat fee per credit hour, Reclassification is N/A. Contact your department for your program's specific pricing details.

REQUIRED DOCUMENTS*

Provide the supporting documents listed below to Veteran Student Services (veterans@ou.edu)

1. A Letter of Intent while enrolled at OU. Download a template at the Office of Admissions and Recruitment website, **In-State/Out-of-State Tuition Policy** link.

-AND-

2. A Certificate of Eligibility for Ch 30, 33, or 35 VA Benefits

-OR-

A Chapter 31 Veterans Readiness & Employment Purchase Order

-OR-

A DD-214 which meets the following conditions:

- Oklahoma is the Sponsor's Home of Record
- Active duty period must be 90 days or more

* See the complete **Residency Petition** for additional details.

GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about educational benefits offered by VA is available from the official U.S. Government website at va.gov/gibill.