



# USING GI BILL<sup>®</sup> BENEFITS

## STEP-BY-STEP GUIDE NORMAN CAMPUS



- ☐ 1. Apply for your GI Bill<sup>®</sup> eligibility. Online application at [vets.gov/education](https://vets.gov/education), or mail your GI Bill<sup>®</sup> application to: Veteran Administration, 125 S. Main St., Muskogee, OK 74401. Toll free call: 1-888-442-4551
- ☐ 2. Apply for admission to the University of Oklahoma at [apply.ou.edu](https://apply.ou.edu). For questions, please contact the Office of Admissions & Recruitment at (405) 325-2151.
- ☐ 3. Provide a copy of your GI Bill<sup>®</sup> Certificate of Eligibility to Veteran Student Services (VSS). Scan and email to [veterans@ou.edu](mailto: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 FOR EVERY SEMESTER  
YOU DESIRE TO USE VA BENEFITS AT OU.**

- ☐ 4. Meet with a college advisor to discuss the degree program you desire to pursue. TELL YOUR ADVISOR YOU WILL USE VA BENEFITS. You should receive recommendations for courses to build your schedule when your online registration period begins.  
**NOTE:** VA will not authorize use of benefits for “pre” degrees (pre-med, pre-health, pre-nursing, et. al.). Work with your advisor to select a VA approved parallel degree program that requires the courses needed for your desired “pre” degree.  
\* \* \* **ADVISORS KNOW YOUR BEST OPTIONS!** \* \* \*
- ☐ 5. **GRADUATE STUDENTS ONLY** - Complete a Program of Study. An approved Program of Study (PoS) must be on file at Graduate College before completing Step 7. Contact your program advisor to identify requirements / request assistance with this process.
- ☐ 6. Enroll in courses recommended by your advisor and verified on your PoS. **REMEMBER - VA will only provide educational benefits for courses necessary for your approved degree program.**
- ☐ 7. Submit your Veterans Course Confirmation Form. This form can be found at [one.ou.edu](https://one.ou.edu) under the Resources page. Complete this form every semester you want to use your benefit. Once submitted, forms route through our online course approval process in the order they were received. After VSS certifies your approved courses, the VA may take an additional 30 - 45 days for processing before release of benefit payments.

**IMPORTANT-** Submit an electronic Veterans Course Confirmation Form any time you “Add” a course to your enrollment schedule and want to use your VA benefit toward it.





# NON-RESIDENT STUDENTS

MILITARY CONNECTED &  
Ch 30/31/33 Benefit Students



You may be eligible for reclassification to Resident student status.

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

Reclassification 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**

email: [veterans@ou.edu](mailto:veterans@ou.edu)

fax: (405) 325-3639

**GRAD STUDENTS** - If your program charges a flat fee per credit hour reclassification is N/A - contact your department for program pricing details.

## REQUIRED DOCUMENTS\*

1. A Letter of Intent to establish residence in Oklahoma while enrolled at OU. A template to download is available at [veterans.ou.edu](http://veterans.ou.edu) on our **In-State / Out-of-State Tuition Policy** page.

2. Service member's current active duty orders or enlistment document
  - Oklahoma is NOT the service member's Home of Record
  - The service member must be full-time, active duty status of >30 days

**-OR-**

A DD 214 which meets the following conditions:

- Oklahoma is the Home of Record
- The uniformed service member must have been discharged within the past five years
- Active duty period prior to discharge must have been >90 days

**-OR-**

A DD 214 which meets the following conditions:

- Oklahoma is NOT the Home of Record
- Active duty period prior to discharge must have been >90 days

3. A Certificate of Eligibility for one of the VA benefits below:
  - Chapter 30 Montgomery GI Bill® (Active Duty)
  - Chapter 33 Post 9/11 GI Bill® (Veteran)
  - Chapter 33 Post 9/11 GI Bill® (Dependent - "Transfer of Entitlement")
  - Entitlement to receive the GySgt. John David Fry Scholarship

**-OR-**

A Chapter 31 Veterans Readiness & Employment Purchase Order

\* 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](http://va.gov/gibill).