



# USING GI BILL<sup>®</sup> BENEFITS

## STEP-BY-STEP GUIDE NORMAN CAMPUS



1. Apply for your GI Bill<sup>®</sup> eligibility. Online application at <https://www.vets.gov/education>, or mail your GI Bill<sup>®</sup> application to: Veteran Administration, Muskogee, OK 74401. Toll free call: 1-888-442-4551.
2. Apply for admission to the University of Oklahoma at [www.ou.edu/content/admissions/apply](http://www.ou.edu/content/admissions/apply). For questions, please call (405) 325-2151.
3. Turn in a copy of your GI Bill<sup>®</sup> Certificate of Eligibility to Veteran Student Services (VSS) in Buchanan Hall, Room 216 or email to [veterans@ou.edu](mailto:veterans@ou.edu). For Chapter 31, submit form 28-1905.
4. Meet with your OU college adviser to discuss degree and major choices for you to pursue academically. **TELL YOUR ADVISER YOU ARE USING VA BENEFITS.** Your adviser will discuss courses you should enroll in when online registration begins. Please note: VA will not authorize use of GI Bill<sup>®</sup> benefits for any “pre” degrees (pre-med, pre-health, pre-nursing, et. al). Please remember-  
**\* \* \* ADVISERS KNOW YOUR BEST OPTIONS! \* \* \***  
OU offers other standard degree programs requiring the same courses needed for many “pre” degrees.
5. Enroll in courses discussed with your adviser during your designated online enrollment period. Remember, the VA requires only courses NECESSARY for your degree to be funded by the GI Bill<sup>®</sup>. **VA Educational Benefits will not pay for any courses lacking approval.**
6. Submit an electronic Veterans Course Confirmation Form at <https://one.ou.edu/student/resources> or go to [one.ou.edu](http://one.ou.edu) > Resources > Financial > Veterans Course Confirmation. Form must be completed for any semester you want to use your benefit. Forms route electronically through a course approval process when you submit it. Once the process is complete, VSS certifies all approved courses to the VA in the order forms are received. After VSS certification, VA may take an additional 30 - 45 days to process the certification and release any VA 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.

**YOU MUST REPEAT STEPS FOUR THROUGH SIX FOR EVERY SEMESTER YOU INTEND TO USE YOUR GI BILL<sup>®</sup> AT OU.**





# NON-RESIDENT STUDENTS

USING GI Bill® BENEFITS  
CHAPTER 30 • CHAPTER 33



You may be eligible for reclassification  
as an Oklahoma resident  
under Veterans Choice & Accountability Act or  
the Department of Veteran Affairs Expiring Authorities Act of 2018.

To determine your eligibility and benefits award  
for the Veterans Choice Act, submit a DD 214 Certificate  
of Release of Discharge from Active Duty and any  
supporting documents **required for review**.

Please mail, fax or scan your required 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

## DOCUMENTS REQUIRED

- A Letter of Intent to establish residence in Oklahoma while enrolled at OU. The letter is available at [veterans.ou.edu](http://veterans.ou.edu), by clicking the Veterans Choice Act Residency tab
- A DD 214 Form showing the applicant meets the following conditions:
  - The uniformed service member must have been discharged within the past five years
  - The active duty period prior to discharge must have been >90 days
- An enlistment document or the service member's current active duty orders in lieu of a DD 214:
  - The active, uniformed service member must be full-time, active duty status of >30 days
  - Oklahoma is not the home of record
- A Certificate of Eligibility for one of the bills 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")
  - Certificate of Eligibility with entitlement for the Fry Scholarship
- A Chapter 31 Vocational Rehabilitation Form 28-1905

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 [www.va.gov/gibill](http://www.va.gov/gibill)