



USING GI BILL[®] BENEFITS

STEP-BY-STEP GUIDE



- 1. Apply for your GI Bill[®] eligibility at **vets.gov/education**, or mail your 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**. 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 VA BENEFITS.

- 4. Meet with a college advisor to declare a VA approved degree program and identify which courses required for that program you can enroll in.
WARNING: “Pre” degrees (Pre-Medical, Pre- Nursing, Pre-Pharmacy, et. al) are not VA approved. Use your advisor to declare 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 KNOW 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 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. This 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 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 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*

1. A **Letter of Intent** while enrolled at OU. Download a template at go2.ou.edu/residency.

-AND-

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

- OR -

A **Chapter 31 Veterans Readiness & Employment (VR&E)**
Purchase Order

- OR -

A **DD-214** which meets the following conditions:

- Oklahoma is the Sponsor's Home of Record
- Active duty period must have been 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.