1. Apply for your GI Bill® eligibility. Online application at [https://www.vets.gov/education](https://www.vets.gov/education), or mail your GI Bill® 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® Certificate of Eligibility to Veteran Student Services (VSS), located in Buchanan Hall, or email a copy to veterans@ou.edu. For Chapter 31, submit form 1905.

4. Meet with your college adviser to discuss your degree and major choices to pursue at OU. The adviser will also discuss courses in which you should enroll when your online registration begins. REMEMBER — VA will NOT allow you to use your GI Bill® for any “pre” degrees (pre-med, pre-health, pre-nursing, et. al.). There are other standard degree options at OU to pursue with courses assisting you in future possibilities like the OU Health Sciences Center, should that be an option you want to pursue. ADVISERS KNOW YOUR BEST OPTIONS!

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®. Courses not approved will not be paid by VA Educational Benefits.

6. Submit an Enrollment Course Confirmation form at [https://one.ou.edu/student/resources](https://one.ou.edu/student/resources) or go to [one.ou.edu > Resources > Financial > Veterans Course Confirmation](https://one.ou.edu/Resources/Financial/VeteransCourseConfirmation). Submitted forms are forwarded automatically to your college adviser and VSS. Form must be completed for each semester of enrollment. Your college adviser will review your Course Confirmation form and approve the courses required/not required for your degree. This will be electronically routed to VSS, and be certified by VSS to the VA in the order received. After certification, VA may take 30 - 45 days to award your GI Bill® money.

7. IMPORTANT- Submit a new course confirmation form for any course you “Add” to your enrollment schedule.

YOU MUST REPEAT STEPS FOUR THROUGH SEVEN FOR EVERY SEMESTER YOU INTEND TO USE YOUR GI BILL® AT OU.