1. Apply for your GI Bill eligibility by mailing GI Bill application to the VA, or by using the online vonapp.*
*Muskogee, OK VA 1-888-442-4551
www.benefits.va.gov/gibill

Apply for admission to the University of Oklahoma by mailing a university application to the OU Admissions office, or by using the online application.
*OU Admissions & Recruitment Office 1-405-325-2151
Buchanan Hall Rm 127 www.ou.edu/admissions

2. Turn in a copy of your GI Bill Certificate of Eligibility letter to our office, Veteran Student Services.
*OU Veteran Student Services 1-405-325-4308
Buchanan Hall Rm 216 veterans@ou.edu

3. Meet with your college advisor to discuss your degree and major choices to pursue at OU. Your advisor will also discuss the courses you should enroll in when your online registration time arrives.

*Remember the VA will not allow you to use your GI Bill for any “pre” degrees (pre-health, pre-med, pre-nursing, etc…). There are other degree options at OU to pursue courses assisting you in future campus possibilities like the OU Health Science Center if that is the direction you would like to go. Advisors know your options best.

4. Enroll in courses discussed with your advisor during the online registration time designated to you.

*Remember the VA requires only courses necessary for completing your degree to be funded by your GI Bill.

5. Fill out your electronic Course Confirmation Form with every course you are enrolled in and turn it into the college you will graduate from at OU**.

*A graduating advisor will look at your form and confirm by signature all courses that are directly required or not required to complete your degree. Most colleges will campus mail or fax our office your form.

6. When our office, Veteran Student Services, receives your complete Course Confirmation Form, we will contact you if any courses are not approved by the signing advisor for your degree. We cannot certify those courses to the VA for use of your GI Bill.

*Remember our office certifies students’ enrollment to the VA in the order confirmation forms are received. After your form is received by our office, it takes approximately 30 – 45 days for us to certify it to the VA. After we certify your enrollment to the VA, it takes the VA another 30 – 45 days to award your GI Bill money.

7. Report any added courses require a new Course Confirmation Form with same approval signature(s) listed in Step 6.

Repeat steps 3 – 7 at OU every semester you intend to use your GI Bill.

Certifying to the VA for Spring term begins after Thanksgiving.
Certifying to the VA for Summer term begins after Easter.
Certifying to the VA for Fall term begins after July 4.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at www.benefits.va.gov/gibill.