



USING GI BILL[®] BENEFITS

STEP-BY-STEP GUIDE



- ☐ 1. Apply for your GI Bill[®] eligibility at **vets.gov/education**.
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. Email a copy of your GI Bill[®] Certificate of Eligibility to Veteran Student Services (VSS) at **veterans@ou.edu**, or bring it to VSS in 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 your college advisor to declare a VA approved program and identify which courses are required. Use **saa.odva.ok.gov/Utility/SaaApproved.php** to find all approved programs at OU. **WARNING: Pre-medicine programs are not VA approved.**

ADVISORS KNOW YOUR BEST OPTIONS!

- ☐ 5. **GRADUATE STUDENTS ONLY**
Complete a Degree Audit. Contact your **Graduate Degree Management Specialist** for assistance. Graduate College requires your course schedule match your approved degree audit before courses can be approved for VA benefit certification.

- ☐ 6. Enroll in courses required for your program. Your college advisors can assist you if you have any questions.

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 or send 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

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.