

Veteran Request for Semester Certification



Submit to:
Office of the Registrar - Veterans Services
900 N. Portland Ave • Oklahoma City, OK 73107
405.945.8692 • 405.945.3277 (Fax)
okc.va@okstate.edu • www.osuokc.edu/veterans

The Veterans Administration requires OSU-OKC to certify and report all courses for students receiving VA Educational Benefits. Students must complete the Certification form each semester of enrollment and turn in to the OSU-OKC Veteran Services office.

Last Name	First Name	SSN #	
Major		Student ID # (CWID)	
Address	City	State	Zip
Email* <small><i>*the official method of communication from OSU-OKC is the student's O-Key email address. By providing a different email address, you give the Veterans Office permission to contact you via the email provided.</i></small>		Phone Number	
Which VA benefit are you using?			
<input type="checkbox"/> 30 – Montgomery GI Bill	<input type="checkbox"/> 31 – VA/Voc Rehab Caseworker: _____		
<input type="checkbox"/> 33 – Post-9/11 GI Bill	<input type="checkbox"/> 35 – Dependent's Education Assistance		
<input type="checkbox"/> 1606 – Montgomery GI Bill (Selected Reserve)	VA File Number (required if Ch. 35) _____		

Semester for certification (select one): **Fall / Spring / Summer** Year: **20** _____

List the courses you wish to certify:

CRN	Subject	Number	Credit Hrs	Course Title
<i>Example: 12345</i>	<i>ENGL</i>	<i>1113</i>	<i>3</i>	<i>English Comp I</i>

Important Information for all benefits:

- **It is your responsibility to report any changes in your schedule and/or major to the Veterans Services Office.** Changes not reported could cause an overpayment of benefits that you will be responsible for returning to the VA later (including BAH overpayments due to a reduction in total hours).
- I understand that the Veterans Coordinator **will not certify classes that are not on my degree plan** and I will be responsible for the payment of these courses.
- The VA will process your certification in approximately 2-4 weeks. The VA generally pays on the last day of each month.
- For Post-9/11, you will receive your BAH and book stipend in 2-4 weeks. OSU-OKC **sends tuition and fee information to the VA after the drop/add period ends**, so no payment will be reflected on your bursar account before then.
- Submit a copy of your **DD-214** or **NOBE** and a copy of your **Certificate of Eligibility** at your earliest convenience.
- If a student is denied benefits from the VA or DoD, **classes must be dropped before the end of the refund period.** Students will be responsible for any charges after the refund period.

I have read and understand all of the above, and all reported information is accurate.

Student Signature

Date