

VA Education Benefits Student Responsibility



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

Providing the following information is a one-time requirement when using VA Education Benefits at OSU-OKC.

Name (Last, First, MI)

Social Security Number

Mailing Address

City, ST, Zip Code

Select Your Education Benefit Chapter:

30 – Montgomery GI Bill® Active Duty

33 – Post-9/11 GI Bill®

33 – Post-9/11 GI Bill® Transfer of Eligibility (TOE) or Fry Scholarship

35 – Dependent’s Education Assistance - VA File number required:

1606 – Montgomery GI Bill® (Selected Reserve)

As a student who is eligible to receive educational benefits through the Department of Veterans Affairs, I understand the following items are my responsibility:

- Provide a copy of your **Certificate of Eligibility** (COE) to the Veterans Services office unless you are using Chapter 31, VR&E Benefits. Your COE is required to process your Certification Request. Chapter 33, Post 9/11 GI Bill® students may provide a **Statement of Benefits** in lieu of a Certificate of Eligibility which can be downloaded as a PDF from the VA website. <https://www.va.gov/education/gi-bill/post-9-11/ch-33-benefit/>. If you have used your Education Benefits previously, you are required to submit a Change of Training form to the VA available on the VA website. <https://www.va.gov/education/change-gi-bill-benefits/>
- Request a copy of your Joint Services Transcript from the JST Website- <https://jst.doded.mil/official.html>, if applicable, to be evaluated by OSU-OKC for prior credit.
- Enroll in Courses that are required for your degree or program. Full-time enrollment status is required to receive maximum benefits. To schedule an appointment with your Advisor, go to <https://osuokc.edu/advisement/staff>.
- Complete and submit a **Request for Certification** form to the Veterans Services Office each term of enrollment at OSU-OKC. Email the completed form to okc.va@okstate.edu or submit the form in person at the Registrar Services Window in Student Services.
- Keep your **OKEY** account active and check your **okstate** email often to address issues that can affect your benefit payments. Keep changes in contact information (mailing address, email address, phone number) up to date in **myOKSTATE Self-Service** to avoid delays in processing your benefit payments.
- Report changes in enrollment (adds/drops/withdrawal from OSU-OKC) by email from your OKSTATE email account to okc.va@okstate.edu or by completing and submitting an updated Certification Request form.
- Notify the Veteran Services Office if your VA Education Benefit changes by emailing okc.va@okstate.edu.

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

Digital Signature

If not signing digitally, type your full name or Date
sign on the line above

GI Bill® is a registered trademark of the U.S. Department of Veteran 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.