




OFFICE OF THE REGISTRAR

Veterans Services
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VETERANS BENEFIT SERVICES STUDENT CHECKLIST

Oklahoma State University provides Veterans Education Benefits services to assist students who are eligible to receive benefits from the Department of Veterans Affairs.

The OSU Veteran Benefit Services Office will certify enrollment for payment of VA education benefits for all students who meet eligibility criteria, as set forth by the Department of Veteran Affairs.

To process your VA education benefits, we will need the following documentation:

- Certificate of Eligibility: This is the letter that will come from the VA normally within 30 days after applying for benefits. This letter will indicate what chapter for which you are eligible to receive benefits under, the date you are eligible to start using your benefits, and how many months you are entitled to. ***Allow up to 30 days response time from the VA for any new benefit application and subsequent receipt of Certificate of Eligibility.**
- Veterans Advisory Form: This is a form you will need to submit to our office each semester if you want to use your benefits. If not submitted, you will not receive VA education benefits for the term. The Advisory Form includes the courses you are enrolled in and must be signed by you and your academic advisor. Prompt submission of the Advisory Form will allow for adequate processing time by both the Veteran Benefit Services office and VA and is required each academic term in which you wish to receive VA education benefits.
- Veterans Acknowledgment Form: This form is used to inform you of the terms and conditions set forth in order to receive VA education benefits at Oklahoma State University.
- Change of Program or Place of Training: If you have used VA education benefits previously at another institution or are making a change to your degree program while attending Oklahoma State University, this document is required for the continued processing of your benefits.

For additional information regarding specific GI Bill programs, please visit: https://registrar.okstate.edu/veteran_benefit_services.html.

Timeline for benefit processing and receipt:

- Submit the required Advisory Form at the time you complete enrollment for the upcoming term to the Veteran Benefit Services Office. (Note: Advisory Forms are processed in date order of receipt - timely submission allows for adequate processing time, resolution to any potential enrollment questions, and any additional documentation that may be required by the VA). Changes after form submission may affect processing and payment times.
- MHA (monthly housing allowance) payments can be expected on a monthly basis with the first payment received after completion of the first month of enrollment.
- Tuition/fee credits for Post 9-11 GI Bill recipients will appear on students' billing statements beginning approximately 10-15 days after the start of the academic term. Please be aware that this manual posting process takes several days to complete. Finance charges that may accrue during this time for charges that will ultimately be covered through VA funding, will be reversed by the university Bursar Office when payment is received from the VA. Any charges that would NOT be covered by VA education benefits (i.e., sporting event tickets, meal plans, etc.) will not have associated fees waived.

All other VA education benefit recipients can expect payment disbursements to come directly to their individual banking accounts.