

VA Education Benefits VR&E 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

31 – VR&E - Caseworker Name Required:

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

- 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 Veteran & Military Student Services 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 Veteran and Military Student Services if your VA Education Benefit changes by emailing okc.va@okstate.edu.

Chapter 31/VR&E students are responsible for turning in their signed original bookstore receipts to the business services office. Any bookstore purchases charged to their business services account will not be invoiced unless the receipts are received via in person, night drop, or emailed to okc.businessservices@okstate.edu.

I understand that if I do not turn in the signed bookstore receipts then I will be responsible for the charges. _____ Initials

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