

## How do I start my Veterans/Dependent Education Benefit?

- **Learn about Veterans Education Benefits** with Oklahoma Christian University's (OC) School Certifying Official (SCO) or at VA.gov. We also have a document detailing benefit specific and the beneficiary's responsibilities associated with each benefit.
- **Apply for Veterans/Dependent Education Benefits:** Applying for VA benefits is done at VA.gov/education. You will be asked a series of questions about your service or the service of the Veteran in your family. It is important that this is done with the student's own login/account on VA.gov as this entitlement is connected to their identity, not the veteran's. The website will take you to the proper form based on your responses.
  - Important reminders when filling out the form:
    - Name Oklahoma Christian University (2501 E Memorial Road, Edmond, OK 73013) as your school of attendance
    - If you are a recipient of Vocational Readiness and Employment (Chapter 31) contact your VR&E Case Manager.
- **Documents to submit to your School Certifying Official (SCO), Admissions Records, or Registrar's Office:**
  - Your Certificate of Eligibility (COE) will be mailed to you by the VA (except Chapter 1606). This certificate shows the percentage of benefits you will receive. Submit a copy to your SCO.
  - Chapter 1606 only: a copy of your Notice of Basic Eligibility (NOBE).
  - Agreement of Understanding Form – This will be sent to you by the SCO after receiving confirmation of benefit eligibility and is a one-time (per benefit type) form for your VA file. It must be signed and sent back, either physically or scanned and emailed. Retain a copy for your own records as well.
  - Official Military Transcripts (Unofficial copies are not acceptable) ·
    - Army, Navy, Marines and Coast Guard request online at <https://jst.doded.mil> ·
    - Air Force request online at <http://www.au.af.mil/au/ccaf/transcripts.asp>
  - Official transcripts from all other accredited institutions attended delivered to the Admissions Records office (Admissions Records PO Box 11000, Oklahoma City, OK 73136-1100 or [admissions.records@oc.edu](mailto:admissions.records@oc.edu)).
  - Once you are complete enrolled in your first semester at OC (and for every spring/fall semester or summer/winter term thereafter) you will go to your MyOC student account and fill out the VA – Enrollment Certification Request form. This can be found by searching "VA" on your student account home screen. You will need to be signed into your OC email account and you need to wait until you are fully enrolled with no pending schedule changes. Also, keep in mind that the VA will only cover courses which are actively satisfying degree requirements. Keep an eye on your email for any communications from [va.sco@oc.edu](mailto:va.sco@oc.edu), [angela.coleman@oc.edu](mailto:angela.coleman@oc.edu) or [registrar@oc.edu](mailto:registrar@oc.edu) as these will be very important to address in a timely manner.
- Any questions can be directed to [va.sco@oc.edu](mailto:va.sco@oc.edu), or [registrar@oc.edu](mailto:registrar@oc.edu).