

**First-time Applicants:** Prior to using your GI Bill benefits for the first time, you must submit an application for benefits to the Regional Processing Office (RPO). The RPO for Louisiana is located in Muskogee, Oklahoma. You apply for your benefits online at the GI Bill website, [www.gibill.va.gov](http://www.gibill.va.gov).

Veterans, National Guard, and Reserve members must complete VA Form 22-1990. Those students who had benefits transferred from their sponsor need to complete a VA Form 22-1990E after their sponsor has transferred entitlement to them. Other qualifying dependents must complete VA Form 22-5490.

After the RPO processes your application (processing time is approximately 8 to 12 weeks) they will send you a letter stating your eligibility status, qualifying chapter, and number of months of benefits (Certificate of Eligibility). When you receive the letter, please bring it to the Registrar's Office so a copy can be placed in your VA folder. There are additional local forms that must be completed for Southern University at Shreveport. These forms are available in the Registrar's Office or online.

Southern University at Shreveport does not participate in the advance payment program. Chapter 31, Chapter 33 and LA State Exemption are the only chapters of the GI Bill that pay the university for tuition and fees. All of the other chapters pay the student monthly and in arrears. As a result, the student is responsible for paying all tuition and fees upfront.

**Transfer Applicants:** For students who have already applied for their benefits or have used their benefits at a different institution, you must complete VA Form 22-1995 (for Chapters 30, 31, 33, 1606, and 1607) or VA Form 22-5495 (for Chapter 35), as well as the local forms located in the Registrar's Office or online.

**National Guard and Additional State Benefits for Louisiana Residents:** The state of Louisiana has additional benefits for LA National Guard (LANG) troops. For additional information, please contact your unit Education Officer.

**Dependents of a Disabled Veteran:** The state also offers benefits to certain dependents of veterans who were state residents prior to entering the military and are disabled or died in the line of duty or by service connected causes. Contact the local State Veterans Affairs Office for the parish in which you reside.

**Important Notes**

- All students are required to submit a degree plan signed by your academic advisor to the Registrar's Office. The degree plan shows the classes required for you to obtain a degree here at Southern University at Shreveport and will also show any transferred classes that apply toward your degree.
- All students are required to fill out the local Enrollment Certification VA Data Form every semester. This form is a request for certification and is authorization that you are continuing your education at Southern University at Shreveport. Your classes will not be certified to the RPO until the Registrar's Office is in receipt of the Enrollment Certification VA Data Form and a curriculum sheet, if one is not on file.
- If you add or drop a course or change a course from credit to audit during the semester, please notify the Registrar's Office by submitting the Add/Drop form for processing.

**Department of Veterans Affairs**

VA Regional Office	P. O. Box 8888 Muskogee, OK 74402-8888
Questions Regarding Education Benefits	1-888-442-4551 (Monday – Friday, 8:00 a.m. – 5:00 p.m.)
Website Address	<a href="http://www.gibill.va.gov">www.gibill.va.gov</a>
Phone Number to Verify Attendance	1-877-823-2378
Phone Number for Direct Deposit	1-877-838-2778 (Monday – Friday, 7:30 a.m. – 4:00 p.m.)
Vocational Rehabilitation and Employment	1-800-827-1000

**Southern University at Shreveport**

Registrar's Office	318-670-9229
Cashier	318-670-9305
Financial Aid	318-670-9221
Bursar ( <i>Student Accounts</i> )	318-670-9319