

# Completing Monthly Verification

Students receiving the GI Bill (Chapter 30, 1606 and 1607) must complete a monthly verification for each month in which classes are attended, even if it's a partial month. Verification must be completed to obtain payment.

Verification is accomplished by telephone or online **on the last day of every month.**

All changes in enrollment status must be reported to the USD Veterans Services office prior to your verification to ensure your payments are correct and on time. Enrollment status is defined as follows: full time, three-quarter time, half time, quarter time. So, for example, the enrollment status of an undergraduate student does not change if s/he drops from 15 hours to 12 hours during a 16-week semester, because 12 or more hours is considered full time. (Please see the "Enrollment Status Sheet." Consideration for enrollment status may be different for the GI bill than what is considered for financial aid.)

## **Telephone Verification:**

- Dial the automatic verification line – 1-877-823-2378
- Press 1 to verify that your enrollment status *has not changed*
- Enter your SSN followed by the # key
- Enter your five-digit zip code followed by the # key
- Verification is complete
- Your payment should arrive in 7-14 days.

## **Online Verification:**

- Online verification can be submitted at [www.gibill.va.gov/wave/default.cfm](http://www.gibill.va.gov/wave/default.cfm). First time-users should visit the "Login Instructions" link on the left-hand column of the page.