

# Welcome to the Muskogee VARO Work-Study Program

## Important Information --

Mailing address: Work-Study Department  
Muskogee Regional Processing Office  
125 South Main  
Muskogee, OK 74401

Telephone number: (918) 781-7878 (Site Supervisor's line only)

Fax numbers: (918) 781-7868 or (918) 781-7785

Hours of operation: 8:00 am to 5:00 pm CST, Monday – Friday  
Excluding federal holidays

Email address: [workstudy.vbamus@va.gov](mailto:workstudy.vbamus@va.gov)

## Helpful hints –

Read the Work-Study Allowance Program Site Supervisor's Handbook thoroughly.

We prefer all documents are received via email. Never email applications, timecards, or inquiries with the student's full Social Security number (SSN). Use only the last four digits of the student's SSN when emailing, or you may fax to the above number(s).

You may contact VA at 888-442-4551 and confirm a student's enrollment has been received by VA Education before you send an application for a student.

Students cannot work until the Work-Study Department has approved their contract or extension.

Supervise Work-Study students at all times.

Submit time records to the Work-Study Department in a timely manner to ensure students are paid promptly.

In lieu of calling our department, you may submit an email "Inquiry" to request assistance with an issue. We respond to these inquiries in a timely manner.