

**What kind of certification is required for individuals between the ages of 18 and 23 who are in school?**

To avoid an interruption in benefits for the break between high school and the first term at an approved educational institution, the student should provide a letter of intention or pre-enrollment letter indicating the student's intent to attend the next school term. An acceptance letter from the school may be used for this purpose.

**First certification of full-time student enrollment status:**

When enrolled as a full-time student, a certification letter must be submitted to VHA Office of Community Care (VHA CC) within one month after the first school term begins to establish CHAMPVA eligibility. Student status may be established for students who meet enrollment criteria at an approved educational institution.

**Recertification of full-time student status:**

Recertification of full-time student status is required annually, until the beneficiary's 23rd birthday. However, depending on the approved educational institution's schedule (semester, quarter or other), the student may have to certify multiple times throughout the school year until their 23rd birthday.

**What information must be in a certification?**

You may submit student enrollment status using the *CHAMPVA School Enrollment Certification Letter*, school letterhead or computer-generated forms. Letters should include the following information:

- Student's full name and the last four digits of their Social Security number
- Exact beginning and end dates of each semester or enrollment term
- Projected graduation date
- Enrollment status. The number of semester hours or equivalent certifying full-time or part-time status (not required for high school)
- Signature and title of a school official

A fillable *CHAMPVA School Enrollment Certification Letter* can be downloaded from the VHA CC website (<http://www.va.gov/PURCHASEDCARE/pubs/forms.asp>).

**Must a student be enrolled in a specific type of school to be eligible for CHAMPVA?**

Approved educational institutions may include schools, colleges, academies, seminaries, technical institutes and universities.

**How many class hours must a student be taking to be eligible for CHAMPVA?**

Full-time attendance is determined by the accredited educational institution's criteria.

**Can the certification be in a foreign language?**

Yes, however, additional time will be required for translation.

**Where does the school send the certification?**

The school can mail or fax the certification to CHAMPVA at:

VHA Office of Community Care  
CHAMPVA Eligibility  
PO Box 469028, Denver, CO 80246-9028  
FAX: 1-303-331-7809

**What is required if the student changes status?**

Immediately notify VHA Office of Community Care of any changes to a student's status at the phone number shown below. Changes from full-time to part-time and withdrawals from school will result in termination of CHAMPVA eligibility.

It is not necessary to report school vacation periods; these do not affect eligibility status.

**How do I get more information?**

- Mail: VHA Office of Community Care  
CHAMPVA  
PO Box 469063  
Denver, CO 80246-9063
- Phone: 1-800-733-8387, Monday-Friday  
8:05 a.m. to 7:30 p.m., Eastern Standard Time
- Email: Follow the directions for submitting email via IRIS at <https://iris.custhelp.com/app/ask>
- Website: <http://www.va.gov/purchasedcare/>