



U.S. Department of Veterans Affairs

Veterans Health Administration  
Office of Community Care  
CHAMPVA

Department of Veterans Affairs  
VHA Office of Community Care  
CHAMPVA Eligibility  
PO Box 469028, Denver CO 80246-9028

## CHAMPVA School Enrollment Certification Letter

Children between 18 and 23 years of age must submit a school enrollment certification letter confirming full-time student status. This is required in order to continue eligibility for CHAMPVA benefits. Detailed information about school certification requirements are documented on *Fact Sheet 01-15: CHAMPVA School Certification Requirements* which can be viewed on the VHA Office of Community Care website at <http://www.va.gov/purchasedcare/pubs/factsheets.asp>.

Questions should be sent to the VHA Office of Community Care (VHA CC) at the address listed above or via the CHAMPVA toll-free customer service number: 1-800-733-8387, Monday through Friday from 8:05 a.m. to 7:30 p.m., Eastern Standard Time. VHA Office of Community Care can also be contacted by email using the VA Inquiry Routing and Information System (IRIS). Please go to the IRIS website (<https://iris.custhelp.com/app/ask/>) and complete the online form.

To submit a student's full-time enrollment status, please have a school official complete this form and submit it to the address listed above. For immediate processing, have the school FAX the enrollment certification to (303) 331-7809.

**NOTE:** School enrollment certification letters must be faxed directly from the school in order to be considered valid.

School Enrollment Certification			
Student's Last Name	First Name	MI	Last Four Digits of SSN
Name of Educational Institution			Enrolled Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
School Term Start Date (mm-dd-yyyy)	School Term End Date (mm-dd-yyyy)	Estimated Graduation Date (mm-yyyy)	

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Title of School Official

\_\_\_\_\_  
Date signed