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| Gears | PurposeThis Tip Sheet provides guidance on the authorization of foreign claims.  |
| Meeting | AudiencePost-determination Veterans Service Representatives (VSR). |
| Books on shelf | References* [38 C.F.R. § 3.108, *State Department as agent of Department of Veterans Affairs*](https://www.ecfr.gov/current/title-38/chapter-I/part-3/subpart-A/subject-group-ECFR63da83ba671b92b/section-3.108)
* [M21-1, II.ii.3.1.b, *Jurisdiction of Claims Involving a Special Mission or Circumstance*](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000174868/M21-1-Part-II-Subpart-ii-Chapter-3-Claims-Jurisdiction-and-Transfer)
* [M21-1, VII.i.3.B.1.a, *Determining Whether Additional Evidence/ Information Is Necessary*](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000176624/M21-1-Part-VII-Subpart-i-Chapter-3-Section-B-Biological-Children-Adopted-Children-and-Stepchildren)
* [M21-1, VII.ii.1.A.1.d, *Verifying Accreditation of Educational Institutions*](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000176630/M21-1-Part-VII-Subpart-ii-Chapter-1-Section-A-Benefit-Entitlement-for-School-Children)
* [M21-1, X.i.3.A.2.a, *Jurisdiction Over Claims Involving Foreign Residence*](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000177942/M21-1-Part-X-Subpart-i-Chapter-3-Section-A-Jurisdiction-for-Special-Act-and-Foreign-Residency-Claims)
* [M21-1, X.i.3.B, *Adjudication* *Procedures for Foreign Claims*](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000177943/M21-1-Part-X-Subpart-i-Chapter-3-Section-B-Adjudication-Procedures-for-Foreign-Claims%3FarticleViewContext%3Darticle_view_related_article)
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| Checklist | Tips**Click on a link to navigate to the desired topic:** * [Documents Needed to Add Dependents for Foreign Veterans](#_Documents_Needed_to)
* [Foreign Address More Than Five Lines](#_Foreign_Address_More)
* [Adding School Children in a Foreign School](#_Adding_School_Children)

**Documents Needed to Add Dependents for Foreign Veterans**1. Marriage Certificates
2. Divorce Decrees/ Death Certificates
3. Birth Certificates
4. Adoption Decrees

**Foreign Address More Than Five Lines**To manually create a foreign address cover letter and associate it with the correspondence package, follow these steps. This process is a way to allow a lengthy address to be readable in the envelope window.1. Using the Letter Creator tool, generate a letter to the Veteran/beneficiary using any template.
2. Delete all content from the letter except for the mailing information.
3. Ensure the current and complete foreign address shown in the permanent, Veteran-level note is displayed.  If necessary, manually edit the address.
4. Manually change the font size of the mailing address to size 10, or in cases with extremely long address lines, size 9.
5. Save the PDF file and upload to the eFolder with the following properties:
	1. Subject:  FOREIGN ADDRESS COVER LETTER
	2. Category – Type:  Correspondence: Correspondence
	3. Content Source:  VBMS
	4. Date of Receipt: (date the correspondence is being generated)
6. Upload the cover letter to the Veteran’s eFolder in VBMS Core.
7. Add the document to the correspondence package in the Package Manager.

**Adding School Children in a Foreign School**A foreign school is accredited for VA purposes if the school is recognized as standard and accredited for the student’s specific course of instruction by the authority established within the country for determining educational standards. Accreditation status can be verified by the in-country Minister of Education, Minister of Cultural Affairs or an institution VA recognizes as an authority in determining whether a foreign school is accredited for the purpose of determining entitlement to educational assistance under [**38 U.S.C. Chapter 30**](https://www.law.cornell.edu/uscode/text/38/part-III/chapter-30), [**38 U.S.C. Chapter 31**](https://www.law.cornell.edu/uscode/text/38/part-III/chapter-31), [**38 U.S.C. Chapter 33**](https://www.law.cornell.edu/uscode/text/38/part-III/chapter-33), and [**38 U.S.C. Chapter 35**](https://www.law.cornell.edu/uscode/text/38/part-III/chapter-35).If the School Child is enrolled in a foreign program or institution from a country without established accreditation standards, the determination as to accreditation for VA purposes is made as follows:* In the Philippines, the Manila Regional Office (RO) Education Liaison Representative makes the determination*.*
* When a beneficiary submits [***VA Form 21-674***](https://vbaw.vba.va.gov/bl/20/cio/20s5/forms/VBA-21-674-ARE.pdf) through the local U.S. embassy or consulate in a foreign country other than the Philippines, the American Consular Officer makes the determination as the approving official.
* In all other cases, the Veterans Service Center (VSC) Manager of the Pittsburgh RO who maintains information concerning the accreditation status of foreign schools, makes the determination.
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| Lightbulb | Important Reminders* VA can use evidence within the last eight years to add dependents.
* Ensure to add the *Foreign Corporate* flash
* Diplomatic and consular officers of the Department of State (State Department) are authorized to act as agents of the Department of Veterans Affairs and therefore a complete claim as set forth in [§ 3.160(a)](https://www.ecfr.gov/current/title-38/section-3.160#p-3.160(a)) or an intent to file a claim as set forth in [§ 3.155(b)](https://www.ecfr.gov/current/title-38/section-3.155#p-3.155(b)) or evidence submitted in support of a claim filed in a foreign country will be considered as filed in the Department of Veterans Affairs as of the date of receipt by the State Department representative.
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| Pencil | Other Resources* [Calendar Service Calendar - August 2021](http://vbacoweba5.vba.va.gov/bl/21/Calendar/cal_Search.asp?SearchBy=2&SearchYear=2021&SearchMonth=8&cmdSearch=Search)
	+ Thursday 19th: In certain circumstances, correspondence letters sent to Veterans and beneficiaries with foreign addresses will have the complete address truncated to fit the address window on envelopes. (Steps outlined for Letter Creator)
* [VA Form 21-686c,](https://vbaw.vba.va.gov/bl/20/cio/20s5/forms/VBA-21-686c-ARE.pdf) *[Application Request to Add and/or Remove Dependents](https://vbaw.vba.va.gov/bl/20/cio/20s5/forms/VBA-21-686c-ARE.pdf)*
 |
| Badge Question Mark with solid fill | QuestionsDiscuss any questions on this Job Aid locally with peers, experts, quality staff, and/or management. Management may route any questions requiring OAR assistance to VBAWASOARQUALITYTRN@va.gov. |