UNIVERSITY OF PITTSBURGH STUDENT HEALTH INSURANCE
INTERNATIONAL STUDENTS

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INTERNATIONAL STUDENT HEALTH INSURANCE OVERVIEW

International students are required to take action during the annual enrollment period. It is required for international students to have U.S. based health insurance or enroll in the university sponsored health insurance. Students who chose the Flex@Pitt option will need to report this to the university through the enrollment process.

To take action during the annual enrollment period, start by logging in to the Student Health Insurance Portal by following the steps in the next section.

International students must submit their enrollment no later than September 30. After September 30, an academic hold will be placed on your account.

FLEX@PITT

If you are an international student who chose the Flex@Pitt option and do not have a U.S. based address, please use the University of Pittsburgh address of:

4200 Fifth Avenue
Pittsburgh, PA 15260

When you return to campus, it is required to update your address accordingly.
ACCESS THE STUDENT HEALTH INSURANCE PORTAL VIA MY.PITT.EDU

1. Go to my.pitt.edu

2. Select “Students” from the Roles drop-down (located underneath the search bar) if not already selected

3. Search for “Student Health insurance”

4. Find the option for the “Student Health Insurance (eBenefits)” and launch the portal, logging in via Pitt Passport (if not logged in)
COMPLETE THE MANDATORY ENROLLMENT

1. Once you are successfully logged into the Student Health Insurance portal, click “Get Started With Your Enrollment Now, Click Here To Begin”.

![Open Enrollment Banner]

2. Select the “Let’s Get Started” button

Please select an option below to enroll:

Let’s Get Started  2020-21 Fall Enrollment - Deadline is Wednesday, September 30, 2020 at 11:59 PM Eastern Standard Time

University of Pittsburgh - Student Insurance - Benefits Statement

Click on the “Let’s Get Started” button above to begin your enrollment process.

Use the 2020-2021 Fall Enrollment event to make elections for your new school year.

All benefits will provide coverage through August 31 unless you experience a change in your student status. This is regardless of the semester in which you may have started at the University. For additional information, please visit the “Enrollment, Coverage Changes and Payment Info” tab.

3. Start your enrollment by clicking the “Start Enrollment” button

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Helpful Tips for Getting Started

Step 1 - To get started, please click the “Begin Enrollment” link below. To ensure you have an enrollment for every benefit plan, click “Save & Continue” on each page. This saves your election if you need to exit before you complete your enrollment.

Step 2 - Next, once your enrollment is completed, you will be able to review your elections before submitting.

Step 3 - If you have no further changes, remember to click the “Submit Enrollments” button and initial and submit your elections.

Note: If your elections require payment, you will need to submit payment information for your coverage to take effect. Insurance coverage will not be made effective unless payment information is successfully submitted.

Chrome is not supported at this time. Please use one of the following supported browsers to make your elections and submit payment.

Supported Browsers:

You can use UPAY with popular browsers like Firefox, Internet Explorer, and Safari when submitting your payment.

Start Enrollment
As an international student, you must choose one of the following options.

1. **I am already enrolled in comparable Health Plan coverage outside of the University.**
   - Choose this option if you are residing in the U.S. but have other U.S. based insurance.
   - The following information will need to be provided:
     1. Insurance Company Name
     2. Insurance Company Address
     3. Insurance Company Telephone Number
     4. Insurance Company Policy or Group Number
     5. Effective Date of Coverage
     6. Does your insurance policy meet the following minimum coverage requirements: $50,000 per accident or illness; Medical evacuation in the amount of $10,000; Repatriation coverage for up to $7,500; A deductible of no more than $500 per illness?

2. **I would like to enroll in the University's coverage.**
   - Choose this option if you are residing in the U.S. and need the University of Pittsburgh health insurance.
   - Select the medical plan you would like to enroll in.

3. **I am participating in Flex@Pitt and taking classes in my home country.**
   - Choose this option if you are participating in the Flex@Pitt program.
   - Please note: If you return to campus later in the academic year, you will need to purchase U.S. based insurance.

4. Select “Save and Continue.”
5. Proceed through the remainder of your enrollment and select “Submit” when finished.
LIFE EVENTS AND/OR LATE ENROLLMENT REQUESTS

If you need to change your election after the annual enrollment period, this can be done through a Late Enrollment Request.

1. Go to my.pitt.edu

2. Select “Students” from the Roles drop-down (located underneath the search bar) if not already selected

3. Search for “Student Health insurance”

4. Find the option for the “Student Health Insurance (eBenefits)” and launch the portal, logging in via Pitt Passport (if not logged in)
5. Select the “Change my Benefits” tab

6. Complete the event form with the following information:
   - **Your Event**
     If you are unsure which event to choose, please reference the guide below.
   - **Date the Event Occurred**
   - **Enter Event Notes, if applicable**

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Fill out the form below to register a life event

<table>
<thead>
<tr>
<th>Your Event</th>
<th>O Birth - COBRA Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>O Death of Dependent</td>
</tr>
<tr>
<td></td>
<td>O Divorce - COBRA Eligible</td>
</tr>
<tr>
<td></td>
<td>O International Student Graduated program and leaving U.S - COBRA Eligible</td>
</tr>
<tr>
<td></td>
<td>O Late Enrollment Request - COBRA Eligible</td>
</tr>
<tr>
<td></td>
<td>O Lost Coverage Under Another Plan - COBRA Eligible</td>
</tr>
<tr>
<td></td>
<td>O Married - COBRA Eligible</td>
</tr>
<tr>
<td></td>
<td>O Obtain Coverage Under Another Employer Sponsored Plan</td>
</tr>
</tbody>
</table>

| Date the Event Occurred |   |

<p>| Event Notes |   |</p>
<table>
<thead>
<tr>
<th>Event</th>
<th>Event Details</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>The addition of a child to your family is a qualifying life event to make changes to your benefits enrollment. You must submit a life event in the eBenefits portal within 60 days of the birth or adoption being finalized.</td>
<td>Birth certificate or Legal court ordered document confirming the adoption of child</td>
</tr>
<tr>
<td>Death of Dependent</td>
<td>When you experience the loss of a dependent, you may make changes to your benefits. Please submit a life event in the eBenefits portal within 60 days of the passing of your dependent.</td>
<td>Copy of the Death Certificate</td>
</tr>
<tr>
<td>Divorce or Married</td>
<td>A change in your marital status, such as marriage or divorce, provides you with the opportunity to make changes to your benefits enrollment. You must submit a life event in the eBenefits portal within 60 days of the marriage date or the date of a divorce being finalized.</td>
<td>Copy of the Divorce Decree or Copy of the Marriage Certificate</td>
</tr>
<tr>
<td>International Student: Graduated program and leaving U.S.</td>
<td>Students who graduate and leave the U.S. permanently are able to make changes</td>
<td>Plane ticket and Passport Stamp showing the date you arrived in your home country</td>
</tr>
<tr>
<td>Late Enrollment Request</td>
<td>As an international student, you may be eligible to enroll in coverage through a Late Enrollment Request. For example, if you arrived in the U.S. after the annual enrollment period. Choose this event to complete a Late Enrollment Request for review.</td>
<td>Documentation not required. Please explain the reason for your Late Enrollment Request in the Event Notes section. For example: “Returned to campus and require medical coverage”, or “International student requiring insurance”</td>
</tr>
<tr>
<td>Lost Coverage Under Another Plan</td>
<td>A loss of coverage through an employer-sponsored plan or state-sponsored program is considered a qualified status change to add you, your spouse, and/or child(ren) to your benefits.</td>
<td>COBRA letter from the former employer, or Letter from employer’s human resources department or insurance company that indicates what coverage(s) are terminating (i.e., medical/dental/vision), covered person(s) and effective termination date of coverage(s), or</td>
</tr>
<tr>
<td><strong>Obtain Coverage Under Another Employer Sponsored Plan</strong></td>
<td><strong>Gaining coverage through an employer-sponsored plan or state-sponsored program is considered a qualified status change to remove you, your spouse, and/or child(ren) to your benefits.</strong></td>
<td><strong>Confirmation statement of benefits or Letter from employer’s human resources department or insurance company that outlines coverages (i.e., medical/dental/vision), enrollee(s), and effective start date of coverage, or Letter or statement that you/your dependents are newly eligible for state-sponsored coverage.</strong></td>
</tr>
</tbody>
</table>

7. After the Event was added successfully, upload supporting documentation

8. Select “Let’s Get Started”
9. Enroll in coverage and select “Submit Enrollments”

<table>
<thead>
<tr>
<th>Medical</th>
<th>Dental</th>
<th>Vision</th>
<th>Benefit Elections Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage Level:</td>
<td>Coverage Level:</td>
<td>Coverage Level:</td>
<td>Student Total Contribution Per Month: $376.50</td>
</tr>
<tr>
<td>Your Contribution per Month:</td>
<td>Your Contribution per Month:</td>
<td>Your Contribution per Month:</td>
<td>$376.50</td>
</tr>
<tr>
<td>Tax Status:</td>
<td>Tax Status:</td>
<td>Tax Status:</td>
<td>After-Tax</td>
</tr>
<tr>
<td>Carrier Contact Info:</td>
<td>Carrier Contact Info:</td>
<td>Carrier Contact Info:</td>
<td>United Concordia</td>
</tr>
<tr>
<td>Carrier Name:</td>
<td>Carrier Name:</td>
<td>Carrier Name:</td>
<td>United Concordia</td>
</tr>
</tbody>
</table>

**NEW COVERAGE**

- **Medical**
  - Panthea Blue - Graduate Student Plan
  - Student Only
  - $376.50
  - After-Tax
  - UPIC Health Plan

- **Dental**
  - Decline/cancel existing coverage
  - $0.00
  - United Concordia http://www.aurc.com

- **Vision**
  - Vision Plan
  - Student Only
  - $7.54
  - After-Tax
  - Davis Vision http://davisvision.com

**Change Enrollment**

- **Submit Enrollments**

Save and Exit without submitting changes (You may return later and submit these changes)
TERMINATE INSURANCE DUE TO LEAVING THE U.S.

International students can terminate their coverage if they have graduated and are leaving the U.S. permanently.

1. Go to my.pitt.edu
   - If you no longer have access to the my.pitt.edu portal, please contact Member Services at 888-499-6885

2. Select “Students” from the Roles drop-down (located underneath the search bar) if not already selected

3. Search for “Student Health insurance”

4. Find the option for the “Student Health Insurance (eBenefits)” and launch the portal, logging in via Pitt Passport (if not logged in)
5. Select the “Change my Benefits” tab

6. Complete the following form then select “Submit.”
   - Your Event: International Student: Graduated program and leaving U.S.
   - Date the Event Occurred: Enter the date you left the country
7. After the Event was added successfully, upload the following documents:
   - Plane ticket
   - Passport Stamp showing the date you arrived in your home country

8. Select “Let’s Get Started”

9. Select “Opt Out” for each of the benefits.

10. Once you have completed your changes, select the "Submit Enrollments" button