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 other health insurance or enroll in the University sponsored health insurance.

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 October 15. After October 15, we reserve the right to place a registration hold on your account. A registration hold will prohibit registration for future classes or graduation.
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, select “Start Here” under the Fall Semester Enrollment section.
   a. If the screen displays the “Review” option, that means you submitted your enrollment. You can edit your elections here if the enrollment period is still open.
   b. If the screen displays the “Continue” option, that means you started your event but did not submit it.

2. Select “Start Enrollment”
3. Next, you will see your demographic information. If any of your information needs to be updated, you will need to do so in PeopleSoft/Highpoint CX or contact the Registrar’s Office for assistance.

4. You will be prompted to add any new dependents and review any existing dependents. If you do not need to enroll dependents, you may select “No” and then “Next.”
5. As an international student, you must choose one of the following options in response to the question: “Would you like to enroll in Medical Coverage?”
   a. If you would like to enroll, select: “Yes, See My Options.”
   b. If you do not wish to enroll, you will need to attest to having other coverage and select “No, Waive Coverage.”

6. You will then see a page confirming that you are choosing to Waive Medical if declining coverage. Select “Next” to proceed.
7. You are required to attest to having other medical insurance coverage in order to waive coverage. To attest to other coverage, please complete all the fields below. International students must enroll in medical coverage or submit the attestation form below. If this is not complete, the University reserves the right to place a registration hold on your account. A registration hold will prohibit registration for future classes or graduation.

8. Once you have completed the attestation, you will be prompted to proceed through the rest of your enrollment. Dental and Vision are not required, but you may enroll if you wish to do so.
9. You will be prompted to review your elections before you submit.

10. Select “Approve” when finished.
11. After selecting “Approve”, you will be prompted to agree to the terms and conditions. Select “I Agree” to complete the process and submit your enrollment or attestation.

12. If successful, you will be presented with a **Transaction Complete** page that includes a confirmation number.
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 “Change My Benefits” on the Navigation Bar at the top of your homepage, then choose "Change My Benefits" on the right side of the page.

6. Choose the appropriate event under the Life Event option.

7. Enter the date the event occurred and click “Start Change.”
8. Continue through the online enrollment.
9. Once you have completed your changes, select "Approve" on the Review Enrollment Page. After the screen loads, select "I Agree" on the Confirmation Page.
10. Upload the required supporting documentation in one of two ways:

1. If you have your documentation ready at the time of enrollment, select “Upload Now” on the “Action Required” page immediately after you submit your elections.

2. If you do not have your documentation ready at the time of enrollment, visit your Message Center at the top of your homepage at a later date. When you have the documents ready, view the message titled, “You need to submit documentation to verify your eligibility”, and upload your document(s) directly to the message.
3. Once you receive a “Complete – Pending Event Verification” notification, your submission will be reviewed by the University of Pittsburgh Benefits Department for approval or denial.
## Event Guide

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Details</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth/Adoption</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>Marriage/Establishment of Domestic Partner</td>
<td>A change in your marital status, such as marriage or domestic partnership, 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 domestic partnership being finalized.</td>
<td>Copy of the Marriage Certificate or Affidavit of Domestic Partnership</td>
</tr>
<tr>
<td>Divorce or Dissolution of Domestic Partnership</td>
<td>A change in your marital status, such as 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 date of a divorce being finalized.</td>
<td>Copy of the Divorce Decree or Dissolution of Domestic Partnership Form</td>
</tr>
<tr>
<td>Event Type</td>
<td>Description</td>
<td>Documentation Required</td>
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<tr>
<td><strong>Late Enrollment Request</strong></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><strong>Loss of Other Coverage</strong></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 Letter or statement that you/your dependents are no longer eligible for state-sponsored coverage (i.e., CHIP eligibility, loss of Medicaid eligibility)</td>
</tr>
<tr>
<td><strong>Gain of Other Coverage</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Relocating Outside the U.S.</strong></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>
</tbody>
</table>
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 eBenefits 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. Click on “Change My Benefits” on the Navigation Bar at the top of your homepage, then choose "Change My Benefits" on the right side of the page.

6. Choose “Relocating Outside the U.S.” under the Life Event option.

7. Enter the date the event occurred and select “Start Change.”
8. Continue through the online enrollment to waive whichever coverage(s) you wish to terminate.
9. Once you have completed your changes, select "Approve" on the Review Enrollment Page then select "I Agree" on the Confirmation Page.

10. Upload the required supporting documentation in one of two ways:

   1. If you have your documentation ready at the time of enrollment, select “Upload Now” on the “Action Required” page immediately after you submit your elections.
2. If you do not have your documentation ready at the time of enrollment, visit your Message Center at the top of your homepage at a later date. When you have the documentation ready, view the message titled, “You need to submit documentation to verify your eligibility”, and upload your document(s) directly to the message.

3. Once you receive a “Complete – Pending Event Verification” notification, your submission will be reviewed by the University of Pittsburgh Benefits Department for approval or denial.