

New Graduate Student Employee Health Insurance Orientation

Date: August 30th, 2016

Location: Wang Center Theatre

Teaching Assistants and Graduate Assistants

[Both Sessions are the same](#)

9:00 AM – 10 AM OR 1:00 PM – 2:00 PM

Research Assistant and Fellows

[Both Sessions are the same](#)

10:30 AM – 11:30 AM OR 2:30 PM – 3:30 PM

*****Required Proofs for ALL Teaching Assistants and Graduate Assistants*****

If you are eligible for health insurance and would like to enroll please make sure you bring **copies** of the following documents for **yourself, spouse and any dependents you would like to enroll**, to orientation. **No substitutions** will be allowed and the Department of Civil Service will not accept any enrollment without the required Documents.

- Birth Certificate, Passport or Certificate of Citizenship **AND** Social Security Card (copy of Medicare card if applicable) – For yourself, spouse and any dependents you would like to enroll.
- Marriage Certificates for couples married ONE year; **if a marriage certificate is not available they must submit a copy of the I-20.**
- Couples married more than **ONE** year must submit **BOTH** marriage certificate and proof of **Current** joint ownership (enrollee's name and spouse's name must be listed on this documentation) Examples of joint ownership: prior year tax return **OR** most recent mortgage statement, bank statement; homeowners/renters insurance policy: renters/lease agreement. **(If you cannot provide joint financial documents as described above, you may submit and affidavit of Marriage Certificate).**
- Proof of support/dependence for other children **(if applicable).**
- Proof of disability **(if applicable).**

*****Topics that will be discussed during Orientation*****

- **Eligibility**
- **Dependents**
- **Doctors In-Network**
- **Dental and Vision**
- **Prescriptions**
- **Health Insurance Premiums**
- **Summer break and Winter Break Coverage**
- **International Students**
- **Mandatory School Insurance**

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