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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