



STUDENT HEALTH INSURANCE CHECKLIST

A. MANDATORY STUDENTS CONSIST OF THE FOLLOWING STUDENTS:

IF YOU ARE NOT A MANDATORY STUDENT, THEN YOU DO NOT NEED TO COMPLETE A WAIVER FORM.

- All graduate students awarded a Full Tuition Waiver as part of their graduate assistantship award.
- All undergraduate, graduate and English as a Second Language (ESL) international students holding F-1 and J-1 visas.
- All undergraduate and graduate students enrolled in programs that require proof of health insurance (i.e. Physical Therapy).
- All graduate students receiving fellowships fully funding their tuition.
- International Scholars.

If you are in the Study Abroad Programs, click on the following link, <http://www.studyabroad.gsu.edu/>.

B. WAIVING OUT OF THE MANDATORY STUDENT HEALTH INSURANCE PLAN (SHIP)

- 1. Are you registered in at least 9 credit hours? Your department may require more hours.
- 2. Has your tuition waiver been applied to your PAWS account? If not, contact the department issuing the waiver.
- 3. Has your health insurance charge posted to your PAWS account? Once your tuition waiver has been applied, the health insurance charge will take about 1-2 days to appear on your PAWS account.
- 4. **Once steps 1 -3 have been completed, you are ready to apply for a waiver using the following link, <http://sfs.gsu.edu/tuition-fees/student-health-insurance/waiving-ship/>.**

Fee Payment Deadline, http://registrar.gsu.edu/files/2014/02/Fall_2014_Printable_Semester_Calendar.pdf

Login to PAWS, <https://paws.gsu.edu/cp/home/displaylogin>

C. MANDATORY STUDENTS ENROLLING IN SHIP

- 1. Are you registered in at least 9 credit hours?
 - 2. If applicable, has your tuition waiver been applied to your PAWS account? If not, contact the department issuing the waiver?
 - 3. Has your health insurance charge posted to your PAWS account? Once the waiver is applied, the health insurance charge will take about 1-2 days to appear on your PAWS account.
 - 4. **Once steps 1 - 3 have been completed, activate and print your insurance card.**
- Activate Enrollment, http://sfs.gsu.edu/files/2014/07/ActivateEnrollmentOnline_QR.pdf
 - Print insurance card, http://sfs.gsu.edu/files/2014/07/PrintTemporaryInsuranceCard_QR.pdf

D. OTHER RESOURCES

- Student Health Insurance Webpage, <http://sfs.gsu.edu/tuition-fees/student-health-insurance/>
- Health Insurance Contacts, <http://sfs.gsu.edu/tuition-fees/student-health-insurance/contact-ship-representatives/>.