



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 here: <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/>.**
 - Find the Fee Payment Deadline here: <https://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>
 - Login to PAWS here: <https://paws.gsu.edu/>

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: <https://studentcenter.uhcsr.com/school-page>
- Print insurance card: <https://www.uhcsr.com/school-page>

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/>.