

Student Health Insurance Waiver/Exception Submission Instructions

PLEASE READ CAREFULLY

**IF YOU ARE IN ONE OF THE FOLLOWING CATEGORIES YOU ARE NOT
AUTOMATICALLY ENROLLED IN THE STUDENT INSURANCE PLAN AND
NOT REQUIRED TO SUBMIT A WAIVER REQUEST. Thank you**

- Executive MBA students (EMBA)
- Executive MPA students (EMPA)
- Domestic Part-time or Half-time students
- TC, JTS, UTS and CUIMC students should contact their school for waiver information; you may not use this site.

Please review the instructions carefully prior to submitting your documents for review.

1. Log on to the Columbia Health Patient Portal
<https://secure.health.columbia.edu>



2. Log in using UNI and Password.

The image shows the login page for the Columbia Health patient portal. It features the Columbia University logo and the text 'COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK'. Below this is a warning message: 'Be alert to phishing emails and think before you click on any link in an email message. CUIT will never ask for your password or private personal information via email. Visit Manage My Uni for password services.' The login form includes a 'UNI' field with a blue arrow icon, a 'PASSWORD' field, a 'LOGIN' button, and a 'clear' button. There is also a 'UNI Help' link.

3. Enter your Date of Birth (Month/Day/Year), then click 'Proceed'

Columbia University Health Portal

Welcome back! To confirm your identity, you must provide the following additional personal information:

Date of Birth:

▼ ▼

Proceed Cancel

4. In the menu of the patient portal, click on 'Downloadable Forms'

Columbia University Health Portal

Janelle Test

Home

Profile

Medical Clearances

Appointments

Referrals

Handouts

Messages

Letters

Downloadable Forms

Forms

Insurance Card

Survey Forms

Labs

Immunizations

Log Out

Home for Janelle Test

You last logged in: 12/14/2020 5:21 PM [Log Out](#)

I would like to...

[Schedule an Appointment](#)

You have 3 unread secure messages: [Go to Messages](#)

Attention Columbia Health Medical Services patients Effective Immediately:
In an abundance of caution and concerns due to COVID-19, walk-ins will not be accepted. All Medical Services appointments must be pre-scheduled by on-line booking or by calling 212-854-7426. Students can now book onsite appointments, as well as telehealth appointments.

In person appointments:
Patients with in person appointments will be asked to use hand sanitizer and wear a face covering until you are seen.

Nursing Appointments:
Some routine appointments with a registered nurse can be seen in person on the same day; vaccinations, tuberculosis skin testing, allergy injections, emergency contraception and pregnancy screen. Please contact Medical Services at 212-854-7426 to ensure we can accommodate you.

Zoom Telehealth Appointments:

- If you are currently residing outside of New York State, please contact medical services at 212-854-7426 for assistance
- If your visit type is Telehealth your provider will be meeting with you via Zoom for telehealth
- A few minutes before the scheduled appointment time, log on to this same Patient Portal and go to your Appointments.
- On your appointments page, click on "Check-in to Online Appointment" to let your provider know you are online.
- After your provider starts the meeting you will be able to click on "Click here to join the meeting." The telehealth appointment between you and your provider will begin. Note that you may be prompted to download the Zoom app, if it is not already installed.
- For more information and screenshots on Zoom Telehealth appointments [click here](#).

Specialty Visits:

Tobacco Cessation
Please email GHAP@columbia.edu to make a virtual appointment.

Travel Medicine
Please contact Medical Services at 212-854-7426 or travelhealth@columbia.edu to schedule an appointment for travel. You will receive instructions on what to do prior to the visit, including establishing care at Medical Services, and completing a travel questionnaire.

Processes and operations change quickly during this state of emergency so your patience in all matters is truly appreciated. Continue to visit the Columbia University COVID-19 website for updates and FAQs. [SSL](#)
[\[Advanced Options\]](#)
You are seeing this link because your patient record is configured as a testing record.

[Version: 12.11.5101]

5. Preview and Download form that best describes your student status, then click on 'Download' to access a blank copy of the form. For example new students who are US citizens or permanent residents, download 'Domestic Insurance Waiver Form'. Students with a visa status other than US citizen or permanent resident should download the 'International Exception Form':

Domestic Insurance Waiver Form Spring 2021

This form is for new incoming Spring 2021 domestic students (US citizens or Permanent residents only) or domestic students with a change to their insurance/residency for the Spring 2021 term
FORMS CANNOT BE PROCESSED WITHOUT THE REQUIRED SUPPORTING DOCUMENTATION
[Click here for instructions on filling out waiver form](#)

Download **Upload**

Status: Upload Required

International Exception Form Spring 2021

This form is for new incoming Spring 2021 students with a visa status other than US citizen or permanent resident or international students with a change to their insurance/residency for the Spring 2021 term
FORMS CANNOT BE PROCESSED WITHOUT THE REQUIRED SUPPORTING DOCUMENTATION
[Click here for instructions on filling out exception form](#)

Download **Upload**

Status: Upload Required

2021 Spring Domestic Waiver Continuance Affirmation Form

This form is for students continuing from Fall 2020 who are US citizens or Permanent residents only

Download **Upload**

Status: Upload Required

6. Upload Completed Waiver/Exception form and required documents based on student status. Acceptable file formats include: PDF, PNG, JPG, JPEG, or GIF only

Note: Please make sure to include all required documentation

- a. Domestic Insurance Waiver Form:
 - i. Residing On-campus:
 - 1. Completed Waiver Form
 - 2. Front and Back of Insurance Card
 - ii. Online Only:
 - 1. Completed Waiver Form
 - 2. Front and Back of Insurance Card
 - 3. Proof of Residence (signed lease, utility bill, credit card statement, bank statement or other comparable document showing name and address)

- b. International Student Exception:
 - i. New Spring Students (Residing in US)
 - 1. Completed Exception Form
 - 2. Front and Back of Insurance Card
 - 3. Summary of Insurance Plan Benefits

 - ii. International Student Exception (Online Only)
 - 1. Completed Exception Form
 - 2. Proof of address
 - 3. Proof of insurance (signed lease, utility bill, credit card statement, bank statement or other comparable document showing name and address)
 - 4. Certified English translation of documents if applicable

7. Verify Upload. You may 'Edit Image' or select 'Looks Good' if you are satisfied with the image

Verify Upload

**SPRING 2021 COLUMBIA UNIVERSITY STUDENT
INSURANCE PLAN WAIVER REQUEST –
DOMESTIC STUDENTS (US Citizens/Permanent Residents ONLY)**

SECTION A: Student Information (complete all fields)

STUDENT'S NAME: _____ UNI: _____

CU Email: _____ Morningside Campus School: _____

Full Address (Where you will reside for the spring term, include city and state): _____

SPRING 2020 TERM STUDENT STATUS (select one only):

Residing on-campus or engaging in on-campus academic activities

Online Only- not engaging in on-campus academic activities

SECTION B: Insurance or Equivalent Health Care System Information (complete all fields)

Ins Company Name: _____

Policyholder: _____ Policy Original Effective Date: _____

Policy Number: _____ Ins Company Phone: _____

SECTION C: WAIVER CRITERIA (please complete the section below that correspond with your student status)

Residing on-campus or engaging in on-campus academic activities	Online Only – not engaging in on-campus academic
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Cancel UploadEdit ImageLooks Good

8. Be sure to click **SAVE only after** uploading ALL documents. Do not click 'Save' after uploading each document.

International Exception Continuance Affirmation Form

2021 Spring International Exception Continuance Affirmation Form

Download

PreviewDownload

Upload

Upload

Status: Upload Required

SaveCancel

✓ Success

Your form submissions have been saved successfully.

Your submission will be labeled 'In Review' until the Insurance Office approves your request. Please allow up to 30 days for processing. **Submitting incomplete or duplicate documents will result in delayed processing of your insurance waiver/exception request.**

Domestic Insurance Waiver Form Spring 2021 **In Review**

This form is for new incoming Spring 2021 domestic students (US citizens or Permanent residents only) or domestic students with a change to their insurance/residency for the Spring 2021 term
FORMS CANNOT BE PROCESSED WITHOUT THE REQUIRED SUPPORTING DOCUMENTATION
[Click here for instructions on filling out waiver form](#)

Download Preview Download **Upload Received 12/16/2020 5:21 PM** Show Uploaded Document

Status: In Review

Additional Uploads Upload

Domestic Insur... 