# 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.

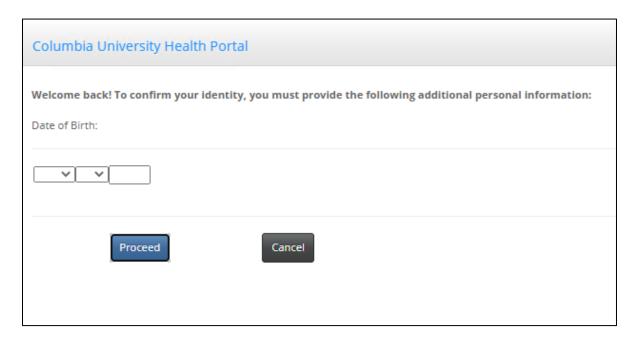
1. Log on to the Columbia Health Patient Portal <a href="https://secure.health.columbia.edu">https://secure.health.columbia.edu</a>



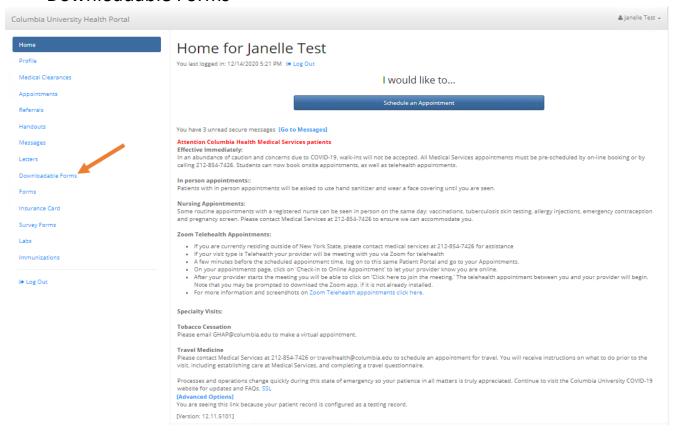
2. Log in using UNI and Password.



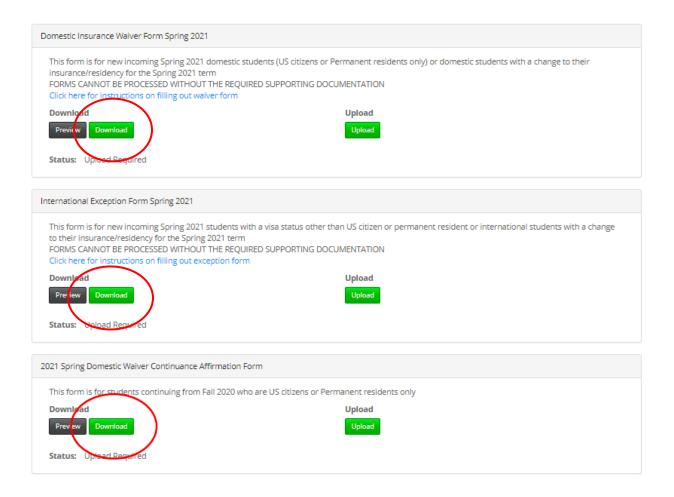
#### 3. Enter your Date of Birth (Month/Day/Year), then click 'Proceed'



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



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':



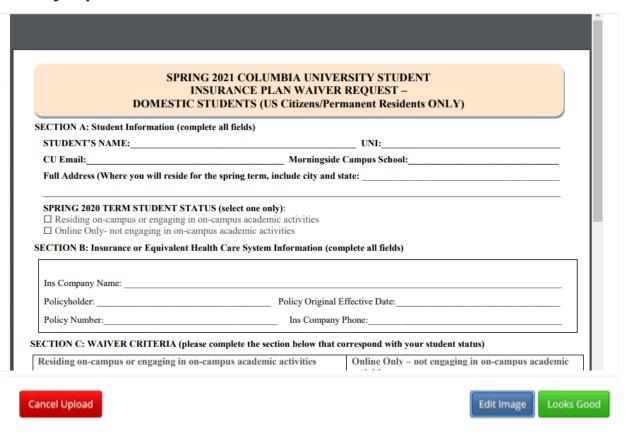
6. Upload Completed Waiver/Exception form and required documents based on student status. Acceptable file formats include: PDF, PNG, JPG, JPEG, or GIF only

Note: Please make sure to include all required documentation

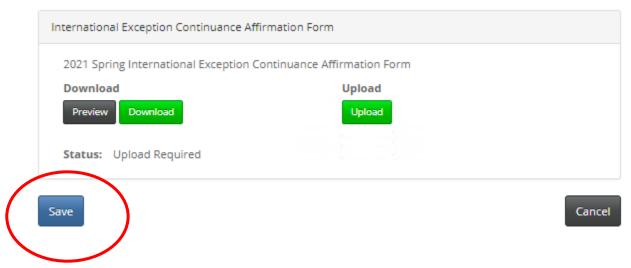
- a. Domestic Insurance Waiver Form:
  - i. Residing On-campus:
    - 1. Completed Waiver Form
    - 2. Front and Back of Insurance Card
  - ii. Online Only:
    - 1. Completed Waiver Form
    - 2. Front and Back of Insurance Card
    - 3. Proof of Residence (signed lease, utility bill, credit card statement, 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**



8. Be sure to click SAVE <u>only after</u> uploading ALL documents. Do not click 'Save' after uploading each document.





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.

