NEW GRADUATE STUDENT EMPLOYEE HEALTH INSURANCE ORIENTATION

Date: January 30, 2020
Location: Wang Center Lecture Hall 2

**Teaching and Graduate Assistants**  **Research Assistants and Fellows**

9:30-10:30 am OR 1:00-2:00 pm  11:15 am -12:15 pm OR 2:30-3:30 pm
Both sessions are the same  Both sessions are the same

***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***

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