

## **Health Insurance Waiver Information Sheet**

All policies must meet standards comparable to UHCL Student Health Insurance. The required documents listed below must be submitted by the published deadline. Additional documentation may be requested during this process.

### **Employer Insurance**

- 1) Copy of insurance card (front and back)
- 2) Copy of policy
- 3) Employment Status Letter
  - a. Must be on company letterhead, or
  - b. Emailed from the appropriate authority of the employer
  - c. Must be submitted each semester
- 4) Coverage dates must cover first day of classes for intended semester to first day of class for following semester(s)

### **Private Insurance**

- 1) Copy of insurance card (front and back)
- 2) Copy of policy
- 3) Proof of payment
- 4) Coverage dates must cover first day of classes for intended semester to first day of class for following semester(s)
- 5) Insured's name must be stated clearly on the insurance documents

### **Government Insurance**

- 1) Card (front and back)
- 2) Copy of policy
- 3) Must be submitted each semester

Please give 5 business days to process waivers. You may check your fee bill online to verify if the waiver has been entered on your account. Waivers must be submitted in fall and spring. Spring waivers must also include coverage dates for the summer semester.