

# STANDARD ADMINISTRATIVE PROCEDURE

## 26.99.01.M0.01 International Student Health Insurance

*Approved September 2, 2010*

*Revised September 30, 2013*

*Next scheduled review: September 30, 2018*

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### Standard Administrative Procedure Statement

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This Standard Administrative Procedure (SAP) outlines the procedures used by Texas A&M University to monitor compliance with System Regulation 26.99.01 Student Health Insurance.

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### Reason for SAP

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International students enrolled at Texas A&M University are required to maintain health insurance and medical evacuation and repatriation insurance as per System Regulation 26.99.01. This SAP identifies the responsible offices and outlines the procedures used by Texas A&M University campuses and locations in the United States to ensure that international students in the U.S. are enrolled in health insurance coverage.

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### Definitions

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International Student – Any enrolled student who is not a U.S. citizen or a U.S. lawful permanent resident (LPR). Such students could be non-degree, English language or degree seeking undergraduate, graduate, or professional students at Texas A&M University campuses or locations in the United States.

System Student Health Insurance Plan (SSHIP) – The group health insurance plan(S) offered to students at each system member university and health science center to supplement the on-campus health services that may be provided by the academic institutions under the group hospital and medical services fee. The plan includes optional coverage for students' dependents.

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### Official Responsibilities/Process

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#### 1. AUTOMATIC ENROLLMENT IN THE SSHIP

All international students will automatically be enrolled in and charged health insurance option available through the System Student Health Insurance Plan (SSHIP). The

premium for this is included on the student's tuition and fee statement and remitted in full to the SSHIP carrier. Students receive notification from the SSHIP carrier that they have been enrolled in the insurance coverage.

## 2. WAIVER OF AUTOMATIC ENROLLMENT

The Texas A&M University System regulation allows waivers of the SSHIP in only certain circumstances. A waiver request should be submitted to the SSHIP provider by the student requesting the waiver. See International Student Services webpage, <http://iss.tamu.edu/>, for details of the waiver eligibility, process for waiver of SSHIP and all deadlines.

## 3. NOTIFICATIONS

Students will be notified of this procedure in the following ways:

- 3.1 Incoming students – will receive notification after admission to the university explaining the regulations and the procedures related to maintaining health insurance coverage. International Student Services will notify all international students other than those who are full time English Language Institute (ELI) or Health Science Center (HSC) students. ELI and HSC will notify their full time students.
- 3.2 Website – The International Student Services and Health Science Center websites will contain a Health Insurance webpage and a link to the SSHIP providers website. Pre-registration Notices – All international students will be sent an email to their official university accounts, prior to registration each semester, updating them on the regulations and procedures related to maintaining their health insurance coverage.

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### Related Statutes, Policies, or Requirements

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Code of Federal Regulations: Title 22 Part 62.14 (22 CFR Part 62.14 – Exchange Visitors)  
[System regulation 26.99.01 Student Health Insurance](#)

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### Contact Office

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Contact Offices: [International Student Services](#)  
[English Language Institute](#)  
[Health Science Center Office of International Services](#)

OFFICE OF RESPONSIBILITY: [International Student Services](#)