

# STANDARD ADMINISTRATIVE PROCEDURE

## 26.99.01.M0.01 International Student Health Insurance

*Approved September 2, 2010*

*Next scheduled review: September 2, 2013*

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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 at the College Station and Galveston campuses to ensure that international students in the U.S. are enrolled in health insurance coverage because these students are not eligible for indigent or federally financed medical care in the U.S.

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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 or degree seeking undergraduate, graduate, or professional students at Texas A&M on the College Station or Galveston campuses.

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.

Student Health Insurance Advisory Committee – The committee, consisting of staff members appointed by the Vice President for Student Affairs (VPSA) and students appointed by the student body president, which advises the VPSA concerning all aspects of medical coverage, providers, premiums and general administration of the SSHIP.

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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 for the least expensive of the health insurance options available through the System Student Health Insurance Plan (SSHIP). The premium for this is included on the student's tuition and fee bill 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

Individually-purchased plans from vendors other than the Texas A&M University System provider will not be eligible for a waiver from automatic enrollment in the SSHIP. Automatic enrollment in the SSHIP may be waived for international students in the following instances:

- 2.1 A sponsored international student whose program is being coordinated through the Sponsored Student Programs (SSP) office and whose sponsor requires a specific type of health insurance coverage. Documentation of this requirement must be presented to the SSP office **prior** to registration for classes each semester.
- 2.2 An international student is enrolled in employer-provided group health insurance coverage which includes medical evacuation and repatriation coverage. The waiver will be granted automatically for students enrolled in Texas A&M employee coverage for graduate students and full-time employees. Documentation of health insurance coverage provided by an employer other than Texas A&M University must be submitted to [healthinsurance@tamu.edu](mailto:healthinsurance@tamu.edu) **no later than** five business days before the first day of classes in order to be considered for a waiver. It is possible for those covered under employee plans to purchase separate medical evacuation and repatriation insurance to supplement employer-provided health insurance lacking such coverage.

## 3. EXCEPTIONS

- 3.1 Students with pre-existing conditions that are better covered by a non-SSHIP policy may be exempted from enrollment in the SSHIP. Students seeking this exemption should appeal to the Student Health Advisory Committee.
- 3.2 An international student who is not in the U.S. and who is enrolled in a distance education degree or certificate program is not required to enroll in the SSHIP.

## 4. NOTIFICATIONS

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

- 4.1 Incoming students – will receive notification after admission to the university explaining the regulations and the procedures related to maintaining health insurance coverage. Depending on the type of student, the office responsible will vary. International Student Services will notify all international students other than those who are full time English Language Institute (ELI) or sponsored international students. ELI will notify their full time students. SSP will notify all sponsored international students.
- 4.2 Website – The International Student Services website will contain a Health Insurance webpage that will have information available 24 hours a day, 7 days a week.
- 4.3 Pre-registration Notices – All international students will be sent an email to their tamu.edu 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 Office: [Texas A&M International Student Services](#)  
[Texas A&M English Language Institute](#)

OFFICE OF RESPONSIBILITY: [Texas A&M International Student Services](#)