



# Standard Administrative Procedure (SAP)

## 26.99.01.L0.01 Student Health Insurance

First Approved: August 27, 2013  
Revised: January 18, 2019  
Next Scheduled Review: January 18, 2024

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### Procedure Statement and Reason for Procedure

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This purpose of this SAP is to outline the procedures used by Texas A&M International University (TAMIU) to monitor compliance with [System Regulation 26.99.01, Student Health Insurance](#). This regulation exists to ensure that a student health insurance plan approved by The Texas A&M University System (System) is made available to all students and to ensure that all international students are covered either through this plan or an alternative equivalent plan.

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### Procedures and Responsibilities

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#### 1. Publicity of Availability of the SSHIP

The Office of Student Health Services (SHS) has the responsibility of publicizing the availability of the System Student Health Insurance Plan (SSHIP) to all students. TAMIU posts availability of the plan [on the SHS website](#) and [on the Office of International Engagement \(IE\) website](#). Plan highlights are available at SHS in Student Center, Room 125.

#### 2. Resolutions of Insurance Carrier Questions Related to Payment of Claims

SHS staff will assist students resolve insurance carrier questions related to the payment of claims.

### 3. Special Provisions Related to International Students

All international students entering the U.S. with an F or J student visa/status are required to be covered under the SSHIP or have equivalent insurance coverage as described below. This includes persons who are attending the International Language Institute. For the purpose of health insurance, a student who leaves the U.S and maintains immigration status with an intent to return to the U.S. is considered a student who has entered the U.S. and must be covered by SHHIP.

- 3.1 *Automatic Enrollment in the SSHIP:* International students entering the U.S. with an F or J student visa/status will automatically be enrolled and charged for insurance coverage in the SSHIP. The premium for this is included on the student's tuition and fee bill. Membership cards will be distributed through IE.
- 3.2 *Waiver of Automatic Enrollment:* The System allows for a waiver of the SHHIP under certain circumstances. Students requesting a waiver must provide proof of alternative health insurance coverage. Coverage must comply with the requirements set forth by System regulations. Information about waiver eligibility and the process and deadlines for a SSHIP waiver is available [from the IE website](#).
- 3.3 *International Students Not Enrolled in the SSHIP:* Those not covered under the SSHIP by virtue of waiver approval shall notify IE (Student Center, Room 124) of any lapse in alternative coverage.
- 3.4 *Notifications:*
  - 3.4.1 After admission to TAMU, incoming international students will receive notification from IE, explaining the requirements, regulations, and procedures related to maintaining health insurance coverage.
  - 3.4.2 IE will send an email to all international students prior to the start of each semester, updating them on the regulations and procedures related to maintaining their health insurance coverage.

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### Related Statutes, Policies, Regulations, or Rules

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[System Regulation 26.99.01, Student Health Insurance](#)

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## Definitions

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**International Student** – A non-United States resident enrolled in and attending a member academic institution under an F or J student visa.

**System Student Health Insurance Plan (SSHIP)** – The group health insurance plan offered to students at each member academic institution to supplement the health services that may be provided under the student health fee. The plan includes optional coverage for students' dependents.

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## Contact Office

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