When can I enroll?

**Spring:** December 15, 2018 at 12:00 am MST – January 30, 2018 at 11:59 MST

**Summer:** ONLY AVAILABLE AS A CONTINUATION OF SPRING COVERAGE. If you received coverage in Spring 2018, you will be eligible to continue coverage. You will need to respond to email HR Benefits will send to you at the end of the semester asking you to extend. Email benefits@utep.edu if you do not receive this email by May 15, 2018. The deadline to enroll for summer 2018 coverage is **by June 18, 2018 at 11:59 p.m. MST** (no exceptions).

Where can I enroll?

Go to the [University of Texas at El Paso](https://www.utep.edu)...From **Directory** tab, click on: **Find Department** > (under H) click on: **Human Resources** > (under Services) click on: **Benefits** > (under Insurance Benefits) click on: **Student Health Insurance Plan** (SHIP) > To Enroll Click "here" (bottom of page).

Please note: You are able to receive a confirmation email of your elections or you may print the confirmation page off the website to keep for your records. Only one submission per student. If you submit more than once, only the latest submission will be processed.

How will I know that I have SHIP coverage?

Go to [Academic Health Plans](https://utep.myahpcare.com) (AHP; https://utep.myahpcare.com) > click on “Find Group and Member ID”, then enter you student ID and DOB. Please allow 2-3 weeks from the date you enrolled for coverage to show active in the system. If your appointment is put into the system late, your enrollment will be tentative until your appointment shows active.

What are my SHIP coverage dates?

**Spring:** January 1, 2018 – May 31, 2018 for international and domestic students

**Summer:** June 1, 2018 – August 14, 2018 for international students and domestic students
Where is my SHIP ID card?

If you had SHIP (Student Health Insurance Plan) coverage in the past, your same insurance ID card will be valid through the coverage dates for the semester in which you enrolled. You may continue to use the same ID card. If it is your first time enrolling, your ID card will arrive by mail about 3-4 weeks after your submission. Please make sure your address on file is correct to ensure delivery. If you ever need a replacement ID card, please call BCBS at 1-855-267-0214 or log in to BCBSTX (https://www.bcbstx.com/member) to print one if needed right away.

Can I add dependents to my SHIP coverage?

Yes. For medical, after you confirm your insurance is active on the website mentioned above, you may call Academic Health Plans at 1-855-247-7587, and they will provide guidance and rates. If you’d like to add dependents to dental or vision (Spring 2018, only), you will need to set up an appointment with a Benefits Representative in HR. **Note:** you will need copies of a Marriage Certificate and/or Birth Certificate(s) in order to add others to coverage, have those ready for AHP or a Benefits Representative, whichever applies.

**International Students Only: How do I get my Health Insurance Waiver?**

If you are an international Graduate Student Employee, your health insurance waiver will be processed before census date. If your appointment is put into the system late, your health insurance waiver request will be tentative until your appointment shows active.

**Note:** You are required to have Medical Evacuation and Repatriation benefits as a UTEP student. You may purchase this, called AES (Academic Emergency Services), through Academic Health Plans (AHP) separately as it is not included in your medical coverage. Please contact AHP to enroll in this.

**Carrier Contact Information:**

<table>
<thead>
<tr>
<th>Medical</th>
<th>BCBSTX</th>
<th>1-855-267-0214</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental</td>
<td>Delta Dental</td>
<td>1-800-893-3582</td>
</tr>
<tr>
<td>Vision</td>
<td>Superior Vision</td>
<td>1-800-507-3800</td>
</tr>
<tr>
<td>Resource</td>
<td>Academic Health Plans</td>
<td>1-855-247-7587</td>
</tr>
<tr>
<td>Resource</td>
<td>UTEP/ Office of Human Resources (Benefits)</td>
<td>1-915-747-5202</td>
</tr>
</tbody>
</table>

benefits@utep.com