What Eligibility Requirements do I have to meet?

1. Actively enrolled as a full-time student and attending classes through at least the 12th day (of semester) after the date for which coverage is purchased.
2. Appointed to and actively working at a minimum of 50% (20 hours per work) for the duration of the semester (January 16 – May 31, 2019).

When do I enroll?

**Spring 2019:** December 15, 2018 – February 5, 2019 at 11:59 MST (day prior to Census Day, February 6, 2019).

**Summer 2019:** ONLY AVAILABLE AS A CONTINUATION OF SPRING COVERAGE. If you received coverage in Spring 2019, you will be eligible to continue coverage. An email from the Office of Human Resources (Benefits) will be sent at the end of the semester asking you to extend coverage. The deadline to enroll for Summer 2019 is TBA.

Where do I enroll? On your web browser, type in www.utep.edu/hr then click on:

Benefits > Student Health Insurance Plan > “To enroll click HERE”

Please note: Only one submission per student. If you submit more than once, only the latest submission will be processed.

How do I know that I have coverage?

Your coverage will be activated when you complete the Enrollment Survey AND the appointment for the semester is active in the system. *Note: An appointment requires various approvals before it shows active in the system, therefore it may take up to several weeks for your coverage to be active.

<table>
<thead>
<tr>
<th></th>
<th>Spring 2019</th>
<th>Summer 2019</th>
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<tbody>
<tr>
<td>Medical</td>
<td>01/01/19 – 05/31/19</td>
<td>06/01/19 – 08/14/19</td>
</tr>
<tr>
<td>Dental</td>
<td>*02/01/19 – 05/31/19</td>
<td>Depends on Summer Appt.</td>
</tr>
<tr>
<td>Vision</td>
<td>*02/01/19 – 05/31/19</td>
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*dependent upon activation of appointment.*
Where is my ID card?

**Medical:** If you have had SHIP coverage in the past, your same insurance ID card will be valid through the coverage dates listed. 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 https://www.bcbstx.com/ to print a temporary card if needed right away.

**Dental:** Please contact Delta Dental or visit their website (contact information provided below)

**Vision:** Please visit Superior Vision’s website. An insurance card is not required at your time of visit (contact information provided below)

**Can I add dependents to my coverage?**
Yes. For SHIP medical, after your insurance is activated, you may call Academic Health Plans at 1-855-247-7587, and they will provide guidance and rates. If you’d like to add a spouse and/or dependents to dental and/or vision, you will need to set up an appointment with a Benefits Representative in the Office of Human Resources to complete an Enrollment Form.
Note: you will need copies of a Marriage Certificate and/or Birth Certificate(s) to verify the relationship of the individual you will be adding.

**Contact Information:**

**Medical**  
BlueCross Blue Shield  855-267-0214  [www.bcbstx.com/member](http://www.bcbstx.com/member)

**Dental**  
Delta Dental  800-893-3582  [www.deltadentalins.com/universityoftexas](http://www.deltadentalins.com/universityoftexas)

**Vision**  

**Academic Health Plans**  
855-247-7587  [https://utep.myahpcare.com](https://utep.myahpcare.com)

**Office of Human Resources (Benefits)**  
915-747-5202  [benefits@utep.edu](mailto:benefits@utep.edu)