

# SAA-GD APM 430 Required Insurance & Supplemental Fee Form Instructions

## For Undergraduate and Graduate Students

The purpose of this form is to indicate whether or not a visiting student with an APM 430 appointment will be provided with primary insurance coverage and granted access to campus student support services (such as Student Health and Counseling Services) per Student Academic Affairs-Graduate Division (SAA-GD) policy. Please see the [APM 430 Graduate Division Faculty and Staff \(GDFS\) website](#) for complete information about the policy. **APM 430 students are only eligible for enrollment in this program at their initial appointment or upon renewal of their appointment.** This policy is owned by Student Academic Affairs and the Graduate Division (SAA-GD), with the support of the Executive Vice Chancellor and Provost's office and Human Resources. The policy proposal was approved by the Graduate Council of the Academic Senate.

### SAA-GD Policy for APM 430 Students and Scholars

- **APM 430 International Students:** For initial or renewal appointments 3 months or longer, host departments are required to cover the cost for primary care insurance from specific UCSF Student Health and Counseling Services (SHCS)-vetted insurance companies. Host departments are also required to cover SHCS supplemental insurance fees and student service fees before the appointment will be approved. Non SHCS-vetted insurance plans – such as insurance offered through one's home government or home university – do not meet SAA-GD health insurance requirements and will not be accepted. International students with appointments that are less than 3 months are not eligible for this program.
- **APM 430 Domestic Students:** If a Department will host a domestic APM 430 student for 3 months or longer and would like their APM 430 student to have access to UCSF's SHCS and select campus student services, the Department is required to cover the cost of UCSF fees, and the student must independently be enrolled in an Affordable Care Act (ACA)-compliant insurance plan. Domestic students with appointments less than 3 months are not eligible for this program.
- **APM 430 Visiting Scholars:** Visitors with terminal degrees (PhD, MD, etc.) are not eligible for this program.

### Fees

UCSF's SHCS and student service fees are approximately \$250 per month, and SHCS-vetted primary insurance plans for international students are approximately \$500 or more per month per participating student, depending on coverage selected and date of birth. The host department will independently purchase the international student's primary insurance coverage on behalf of the student, and UCSF student service fees will be assessed through the Department's Chart of Accounts or Speedtype. UCSF fees and SHCS-vetted insurance fees are subject to change annually. For Departments that opt into the program, domestic students are responsible for verifying that their coverage meets ACA requirements. SAA-GD will not verify on behalf of students.

### Purpose of Policy

SAA-GD's policy will fulfill APM 430 international students' critical needs by requiring that preventative, routine and mental health coverage be accessible, by allowing students to access healthcare in the more familiar, trusted environment of UCSF's SHCS and by allowing access to select UCSF student services. In addition, providing APM 430 domestic student access to UCSF student support services will ensure that visitors have access to SHCS for select primary care and mental health support, and will also encourage these students to build a stronger community through connections made within student service programs. SAA-GD understands that this policy may restrict the ability to bring APM 430 international students. With that said, we also believe that this APM 430 policy is essential for ensuring that UCSF's PRIDE values remain core to the institution's research enterprise. Providing additional protections in support of these international and domestic students is an extension of UCSF's vital PRIDE values.

### Step-by-Step Process

1. Review APM 430 student requirements and timelines on the [Graduate Division Faculty and Staff website](#).
2. If the visitor is an eligible international student, the host department will purchase a SHCS-vetted insurance plan for initial or renewal appointments. These fees should not be passed onto students. If the visitor is an eligible domestic student, the student must submit proof of their Affordable Care Act (ACA)-compliant insurance coverage.
3. Complete SAA-GD's Insurance and Supplemental Fee Form and attach qualifying proof of insurance.
4. Upload completed supplemental form and proof of insurance to the new hire or renewal case in PeopleConnect.
5. Support student with obtaining access to a UCSF ID badge and email address (required for resource access).
6. Forward the APM 430 student's UCSF email address to [APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu) by the program start or renewal date (required for resource access).

# SAA-GD APM 430 Required Insurance & Supplemental Fee Form for Undergraduate and Graduate Students

Submit this form in PeopleConnect for all APM 430 international and domestic student appointments with start or renewal dates on or after September 1, 2021. Failure to submit this form in PeopleConnect may result in a delayed start date.

Student First Name:  Student Last Name:

Appointment Dates\*:  to  Student Type:  Domestic  International

*\*To obtain SAA-GD approval, international APM 430 student appointments must be submitted in PeopleConnect 3-4 months in advance of initial start date, or 6 weeks in advance of renewal start date; domestic appointments must be submitted in PeopleConnect 6 weeks in advance of initial or renewal start date. This ensures proper time for respective enrollments.*

Please complete Part I and II if either statement below applies:

- The visitor is an APM 430 **international** student with an appointment 3 months or longer, **OR**
- The visitor is an APM 430 **domestic** student with an appointment of 3 months or longer, and the host department would like the visitor to have access to Student Health and Counseling Services and campus student support services

Otherwise, please select the following box that applies and submit this unsigned form in PeopleConnect:

- The student above is an **international** student whose appointment is less than three months
- The student above is a **domestic** student and the department elects to waive access to UCSF Student Health and Counseling Services and other campus student support services

## PART I: STUDENT SERVICES ENROLLMENT

First Name:  Middle Name:  Last Name:

Date of Birth:  Sex:  Male  Female  Non-binary

Local U.S. Street Address\*:

Street:

Apt/Suite#:

City:  State:  Zip Code:

Permanent Email:  U.S. Phone\*:   
(not @ucsf.edu) (10-digit)

*\*Enter the UCSF host department address and phone number if a student's U.S. contact info is not currently determined. UCSF's SHCS supplemental insurance and student service information will be sent to the APM 430 student at the local contact info listed above.*

**NOTE:** To have access to SHCS and other campus student support services, the host department is required to support the student with obtaining a UCSF ID badge and UCSF email address. Be sure to notify SAA-GD at: [APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu) once the UCSF email address has been issued so that the email can be added to the student's UCSF health chart.

## CHART OF ACCOUNTS for UCSF SHCS and STUDENT SERVICES FEES\*

COA Dep't Contact Full Name:

COA Dep't Contact Email:

COA Dep't 10-digit Phone:

SpeedType:

**\*Fee Assessment:** The host department will be charged respective SHCS supplemental insurance and student service fees through their SpeedType or Chart of Accounts (COA) after the start or renewal date. Checks are not accepted.

**OR ENTER ACCOUNT INFO BELOW:**

Fund:  Dept ID:

Project:  Activity:

Function:

## PART II: SHCS-VETTED INSURANCE ENROLLMENT



In order to have access to SHCS and other campus student support services, students must have an ACA-compliant insurance plan. Depending on the type of student, the options are:

### Domestic Students:

Domestic students must submit proof of coverage under an Affordable Care Act (ACA) compliant insurance plan. Students are responsible for ensuring that their plan is ACA-compliant.

### International Students:

Host departments must purchase a SHCS-vetted plan on behalf of international students with an initial or renewal appointment of 3 months or longer, prior to approval of the APM 430 appointment. SAA-GD is only able to accept the vetted plans listed below for international students, as insurance coverage provided by other companies or governments do not qualify for SHCS support. [A comparison chart of the different SHCS-vetted plans](#) is available online. Departments should consult with students and work directly with insurance companies to purchase coverage. Questions about insurance plans should be directed to insurance providers.

## 1. INDICATE THE STUDENT'S INSURANCE PLAN



- Affordable Care Act (ACA) compliant insurance coverage** (U.S. Domestic Students ONLY):  
Student has confirmed they have ACA-compliant insurance coverage. Domestic students typically already have ACA-compliant insurance through their U.S. institution, or through their parent's health plan. Domestic students must independently confirm that their insurance is ACA-compliant before form submission.
- UCSF SHCS-VETTED INSURANCE PLAN** (Required for International Students):
- PSI CA Platinum 250
  - PSI CA Platinum 500
  - Student Medcover - Elite
  - Student Medcover - Prime

## 2. SUBMIT THIS FORM AND INSURANCE



Submit this completed form and proof of insurance selected above to new hire or renewal case in PeopleConnect. Failure to attach these supplemental documents may delay an APM 430 student's start date.

## 3. NOTIFICATION OF ANY APPOINTMENT CHANGES



To avoid nonrefundable fees, contact the following three weeks in advance of the initial/renewal start date to report delays, cancellations, or other program changes:

- Email the international student's insurance company directly
- Email your HR representative: <https://hr.ucsf.edu/find-rep>

Failure to report changes to both the insurance company and HR in advance of the start date will result in **nonrefundable** fees. UCSF/SAA-GD is unable to intervene on behalf of departments or students regarding primary insurance coverage matters.

## 4. EMAIL SAA-GD WITH STUDENT'S UCSF EMAIL ADDRESS



To ensure that students can access UCSF healthcare providers and secure campus appointments, email SAA-GD with the student's UCSF email address at [APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu) prior to the student's start or renewal date.

## PART III: POLICY AGREEMENT



Per SAA-GD policy, I understand that I, the Principal Investigator (PI) at the host department, am responsible for:

- Covering UCSF student service fees and SHCS' supplemental insurance fee using the Department's COA or Speedtype.
- Purchasing SHCS-vetted primary insurance plan on behalf of APM 430 international students\*, or confirming with a domestic APM 430 student that their insurance is ACA-compliant. **NOTE: I understand that an international student's legal status can be terminated and sizable medical bills can accrue if I do not renew insurance in a timely manner, or if it inadvertently lapses during my APM 430 student's active UCSF appointment. If a student's legal status is terminated, I understand that the student must depart the U.S. immediately, the student will be responsible for health care fees while not insured and the student may have trouble returning to the U.S. in the future.**
- Complying with student's primary care insurance policies that require advance notification if a student's program changes (delays, cancellations, shortening program) to avoid nonrefundable charges. UCSF/SAA-GD is unable to intervene on behalf of departments or students regarding primary insurance coverage matters.
- Notifying your HR representative at least three weeks in advance of start date if student's program changes (delays, cancellations, shortening program) so that nonrefundable SHCS supplementary fees are not applied.
- Support with obtaining a UCSF ID badge and UCSF email address so students can fully access services provided by SHCS.

PI Full Name

PI Signature

Date

PI Email Address

**Per SAA-GD policy, I understand that I, the student, am responsible for:**

- Working with my UCSF host department prior to the start and renewal of my appointment to ensure they have the information they need to purchase the following on my behalf: SHCS-vetted insurance (if applicable), SHCS supplemental insurance coverage and student service fees. If a domestic student, I understand that I am required to provide proof of ACA-compliant insurance.
- Reviewing my coverage plan dates prior to the start and renewal of my program to ensure that my insurance remains active throughout my academic appointment.
- Paying for co-pays, deductibles, and additional out-of-pocket costs associated with accessing health care that are not covered under the plan that my host department purchases (international student), or health care costs that are not covered under my ACA-compliant plan (domestic student).
- Contacting my insurance provider to understand which health care services are covered in advance of seeking care. I understand that I am solely responsible for fees that are not covered by my insurance, including fees that may accrue if the insurance plan inadvertently lapses.

**STEPS TO ENSURE COVERAGE DOES NOT LAPSE**

- **For international students:** at least **one month prior** to my insurance coverage end date (which may be different from my UCSF appointment date), I am responsible for actively engaging with my UCSF Principal Investigator (PI), or my PI's designate, to ensure that my SHCS-vetted insurance plan does not inadvertently terminate while I have an active UCSF appointment. At least **two weeks prior** to my insurance coverage end date, I will reach out to the Graduate Division at [APM430GradDivStudents@ucsf.edu](mailto:APM430GradDivStudents@ucsf.edu) if I've asked my PI to extend my SHCS-vetted insurance plan and am concerned that there may be a lapse in my coverage. **\*NOTE: I understand that I am responsible for health care fees that may accrue if I've worked with my PI and the Graduate Division and my coverage still lapses. I understand that my visa status can be terminated if insurance coverage is not renewed in a timely manner, or if it inadvertently lapses while the UCSF appointment is active. A termination of my visa status requires that I return to my home country immediately and it may result in challenges with returning to the U.S. in the future.**
- **For domestic students:** at least one month prior to my insurance coverage end date (which may be different from my UCSF appointment date), I am responsible for actively engaging with my insurance company to ensure that my ACA-compliant plan does not inadvertently terminate while I have an active UCSF appointment. I understand that I am responsible for any health care fees that may accrue if my coverage inadvertently lapses.

Student Full Name

Student Signature

Date