

INSURANCE INFORMATION FOR INTERNATIONAL GRAD STUDENTS



BENEFITS ORIENTATION

As a Grad employee, you are eligible for the Grad Health Plan. You can request to start insurance on your hire date, but you only have a 7-day deadline from your hire date to complete onboarding and the enrollment steps.

Other options such as dental and vision are also available at the time of enrollment in health.

VISA / INSURANCE REQUIREMENTS

If you are on a J-1 or F-1 Visa, International Student Services (ISS) is required to enroll you in the student health plan and automatically charge you for the semester. You will see the fees in your student account. You can have these fees removed if you have the employee insurance start on **SEPTEMBER 1st.**

HOW TO GET YOUR FEES REMOVED

- You must email agrillifebenefits@ag.tamu.edu to request an early start date.
- Complete ALL onboarding steps within 7 days from your hire date.
- Submit benefit enrollment within 7 days from your hire date.

There are a number of steps to complete before you can enroll in insurance. Onboarding steps will be sent to your Workday inbox. You will need to pay attention to your Workday inbox through this entire process.

Onboarding questions

- One of the first steps is the onboarding questions about other health coverage.
- You must answer this question with the option.... “YES I WILL ENROLL”

Insurance and Retirement Benefits Eligibility Questions

1. Select the medical coverage option that applies to you:

- * Yes, I will enroll in (or keep my current) A&M System Medical coverage. ☰

- Continue with all other tasks that are in your Workday inbox.


Visa and Passport Information

- When you get the “Input Visa and Passport information” step, you must complete this step. Fill in the blanks with your J-1 or F-1 Visa information. This will not be the “visa stamp on your passport.” For J-1 visas – use the information on your DS-2019; N# for Identification#, end date of DS-2019 for expiration date.
For F-1 visas – use the information on your I-20; N# for identification #. End date on I-20 for expiration date.
- Read and follow the next steps sent to your Workday inbox.

Visas 1 item					
	*Country	*Visa ID Type	Identification #	Issued Date	Expiration Date
	United States of America			MM/DD/YYYY	MM/DD/YYYY

Insurance Enrollment

- This will be the last step in your workday inbox.
- If you get to the main page and **do not see the option for Health (see below), stop right there.** Call our office at the number on the bottom of the page and let us know.
- Once you have **completed and submitted** your choices, print a copy of the confirmation page for your records.

	Medical Academic Health Plan PPO Grad Plan	
Cost per paycheck		Included
Coverage		Employee Only
Manage		

WAIVER PROCESS WITH ISS

Once you have completed all your onboarding steps and have enrolled in insurance on your hire date, you do not need to do anything else.

Your name will be put on a weekly list of waivers that is sent to ISS. **It will take about 7-10 days before you will see that the student fees are removed.**

Contact information for the AgriLife Benefits Office – please provide name and UIN number in emails

Vicki Welch – (979) 862-8096 – vrwelch@ag.tamu.edu