

**HOW TO WAIVE  
THE UCONN STUDENT HEALTH INSURANCE PLAN  
Can only be Completed on-line**

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**IMPORTANT: BEFORE YOU CAN WAIVE THE HEALTH INSURANCE**

Each student must complete the FERPA waiver before you will be able to access the insurance waiver. Questions regarding the FERPA waiver should be directed to the Registrar's office (860) 486-3331.

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**HOW TO FIND THE STUDENT HEALTH INSURANCE WAIVER**

1. GO TO: [www.studentadmin.uconn.edu](http://www.studentadmin.uconn.edu)
2. LOG IN: You will need your NetID & Net ID password
3. CLICK ON: "Self Service"
4. CLICK ON: "Student Center"
5. SCROLL DOWN TO: "Finances" Section
6. CLICK ON: "Create Student Permissions"
7. CLICK ON: "Health Insurance Waiver" link

**COMPLETING THE WAIVER:** You will need your alternate insurance ID card/information ready

Part I. There will be 6 questions (yes/no) to answer about the coverage you currently have.  
(note: answering "no" to any of the questions will NOT prevent the waiver from processing.)

Part II. Provide the details of the alternate insurance information.

- a. Enter Name of Insurance Company: (Click on magnifying glass to the right of the data box "Insurance Company Name"). Choose the name of your insurance company from the drop down menu. If your plan name is not on the drop down menu choose the option "Other-not-listed".
- b. Enter your "Member ID #". Could also be on your card as "Policy", "Subscriber" or "Insured" member.
- c. Enter your "Insurance Company Group #". If you do not have a Group #, enter a series of "0"s in the data box.

Part III. Sign/Submit: Once you have provided the above data, use your NET ID# to electronically sign off. You MUST either print the confirmation page or save an electronic version as proof that you completed the form.

**NOTE: It takes approximately 24 hours, upon completion of the form, for the charges to be credited on your fee bill.**