

**HOW TO WAIVE  
THE UCONN STUDENT HEALTH INSURANCE PLAN  
CAN ONLY BE COMPLETED ONLINE**

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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: "Permissions & Requests"
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.**