
**DEADLINE: JUNE 30, 2018 - UNDERGRADUATE STUDENT SHP ENROLLMENT OR OPT-OUT ELECTION**

A new insurance election is required to be completed every year via MyUHS. Undergraduate Students MUST either “Enroll in” or “Opt Out” of the Student Health Plan (SHP) by clicking on the Forms link accessed from the top of the Home page to make their election. The MyUHS portal opens on May 24th for your Opt-Out or Enrollment election.

To Opt-Out of the SHP you must have an insurance plan that meets the University’s Comparable Coverage Criteria. By electing to Opt-Out of the SHP, you are attesting that your family/private insurance coverage meets or exceeds the SHP. Please consult with your parent and/or your insurance carrier’s Member Services before you make any election in the portal. You are also required to upload an image of the front and back of your insurance card.

**GRADUATE STUDENT SHP ENROLLMENT**

Graduate students are automatically enrolled in the SHP. No election is needed in the MyUHS portal to enroll in the SHP. An election is only needed if you wish to enroll a dependent in the SHP or enroll in the optional dental and/or visions plans.

**DEADLINE: AUGUST 8, 2018 - OPTIONAL DENTAL AND VISION PLANS**

Students and dependents are not automatically enrolled or renewed in the dental or vision plans. You must enroll each year if you wish to participate in these plans. To enroll in these plans you should click on the Insurance link at the top of the Home page and then click on Enroll. Undergraduate students: The MyUHS portal opens on May 24th for your optional elections. Graduate students: The MyUHS portal opens on June 6th for your optional elections.

**DEADLINE: AUGUST 8, 2018 - DEPENDENT ENROLLMENT**

Dependents are not automatically enrolled or renewed in the SHP. You must enroll your dependents each year if you wish for them to participate in these plans. Students who have eligible dependents* and want to enroll them in the plan(s) should first click on the Insurance link at the top of the Home page and then click on Review to add (or view previously enrolled dependents) and then follow prompts to enter information for their enrollment. You will be required to upload documentation showing proof of eligibility. Once you’ve uploaded the documentation, you can click on Proceed to Enrollment to make your elections. Please note: If you have previously uploaded documents showing proof of coverage in a prior year, this step can be omitted since we already have your documents on file.

*Acceptable Documentation: Spouse (marriage certificate); Same-Sex Domestic Partner (Princeton University Affidavit of Domestic Partnership and supporting documentation); Child up to age 26 (birth certificate).

**EMAIL CONFIRMATION:** An email confirming your health plan elections (SUBJECT: Insurance Enrollment Confirmation) will be sent to your Princeton email account. If you do not receive a confirmation email within 24-48 hours, your election did not successfully go through. Once a successful election is confirmed, you will be locked out of changing your option. Please contact the SHP Office at: shpo@princeton.edu if you need to change your option before the June 30th deadline.

**SAMPLE SCREEN WITH EMPHASIS ADDED**