
UNDERGRADUATE STUDENT SHP ENROLLMENT OR OPT-OUT ELECTION (ANNUAL REQUIREMENT)
DEADLINE PASSED: CLOSED AS OF JUNE 30, 2018

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.

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); 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