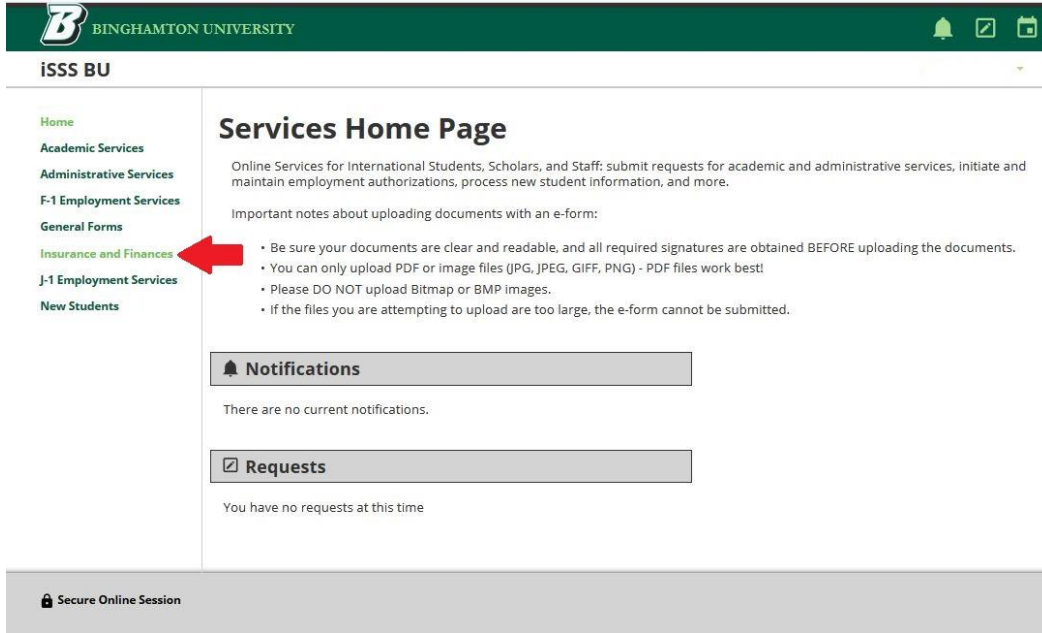


## OPT/AT Health Insurance Application Process

There are two e-forms that must be submitted via the iSSS BU system to apply for health insurance coverage while on OPT or AT. Follow these steps to obtain your coverage:

**Step 1:** The **Services Home Page** is displayed when you log in to iSSS BU. Select **Insurance and Finances** from the Left Navigation area:



**B** BINGHAMTON UNIVERSITY

iSSS BU

Home  
Academic Services  
Administrative Services  
F-1 Employment Services  
General Forms  
**Insurance and Finances**  
J-1 Employment Services  
New Students

### Services Home Page

Online Services for International Students, Scholars, and Staff: submit requests for academic and administrative services, initiate and maintain employment authorizations, process new student information, and more.

Important notes about uploading documents with an e-form:

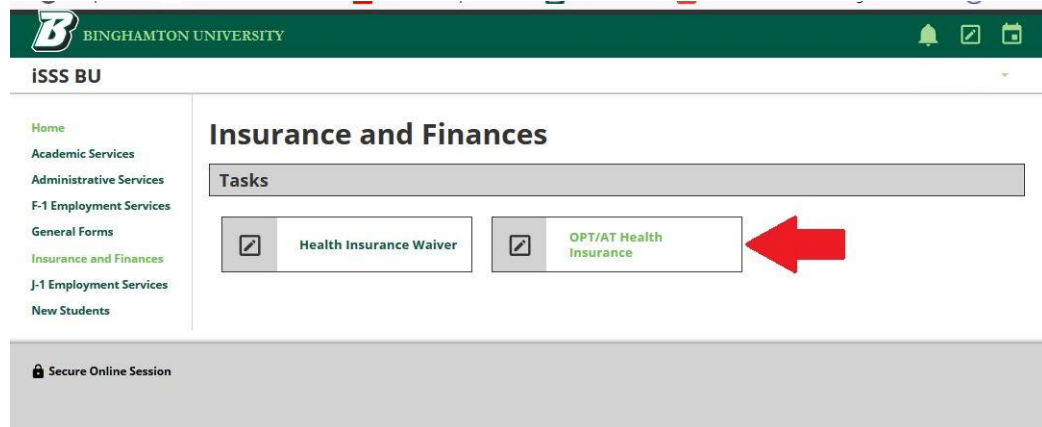
- Be sure your documents are clear and readable, and all required signatures are obtained BEFORE uploading the documents.
- You can only upload PDF or image files (JPG, JPEG, GIF, PNG) - PDF files work best!
- Please DO NOT upload Bitmap or BMP images.
- If the files you are attempting to upload are too large, the e-form cannot be submitted.

**Notifications**  
There are no current notifications.

**Requests**  
You have no requests at this time

Secure Online Session

**Step 2:** Click on the **OPT/AT Health Insurance** icon on the **Insurance and Finances** page:



**B** BINGHAMTON UNIVERSITY

iSSS BU

Home  
Academic Services  
Administrative Services  
F-1 Employment Services  
General Forms  
**Insurance and Finances**  
J-1 Employment Services  
New Students

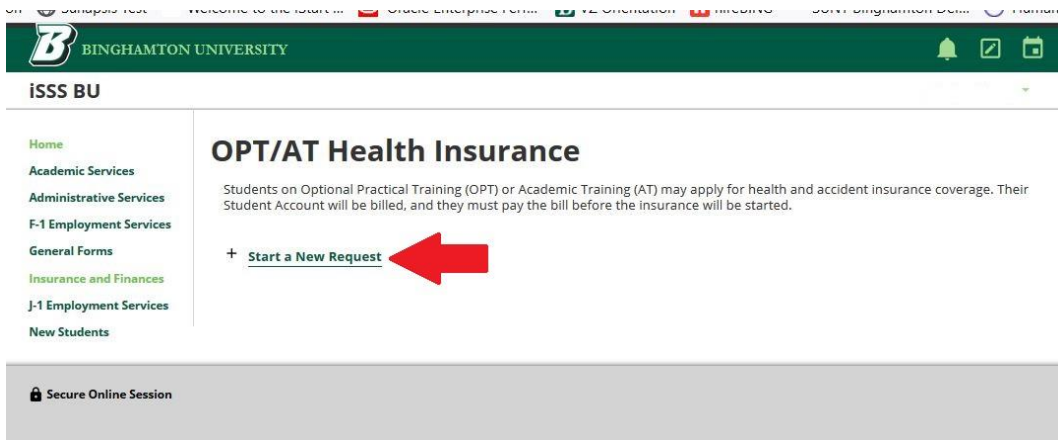
### Insurance and Finances

**Tasks**

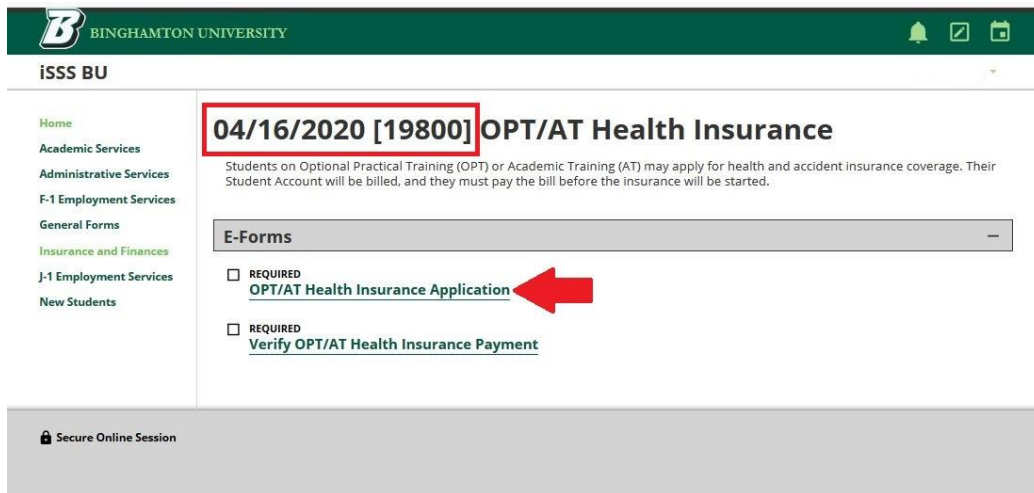
Health Insurance Waiver     **OPT/AT Health Insurance**

Secure Online Session

**Step 3:** If you are applying for coverage for the first time, the **OPT/AT Health Insurance** page looks like the following. Click on the **Start a New Request** prompt:



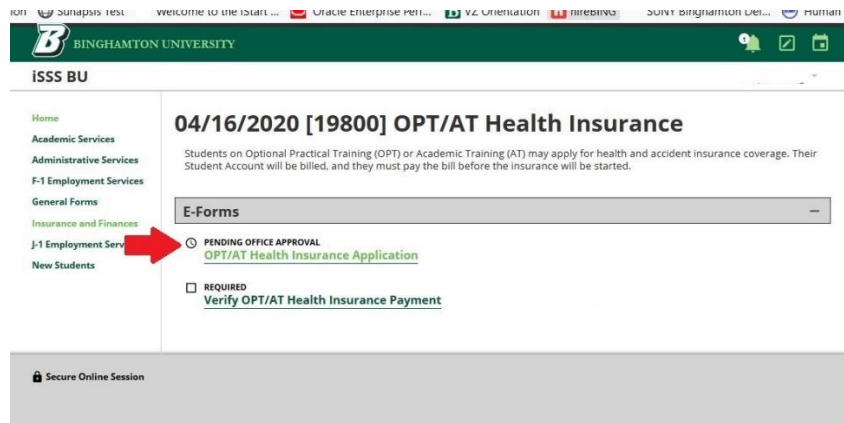
**Step 4:** Each application is assigned a unique number. The date of the application and the number are displayed at the top of the page showing the two different e-forms required to complete the application process. Click on the **OPT/AT Health Insurance Application** prompt:



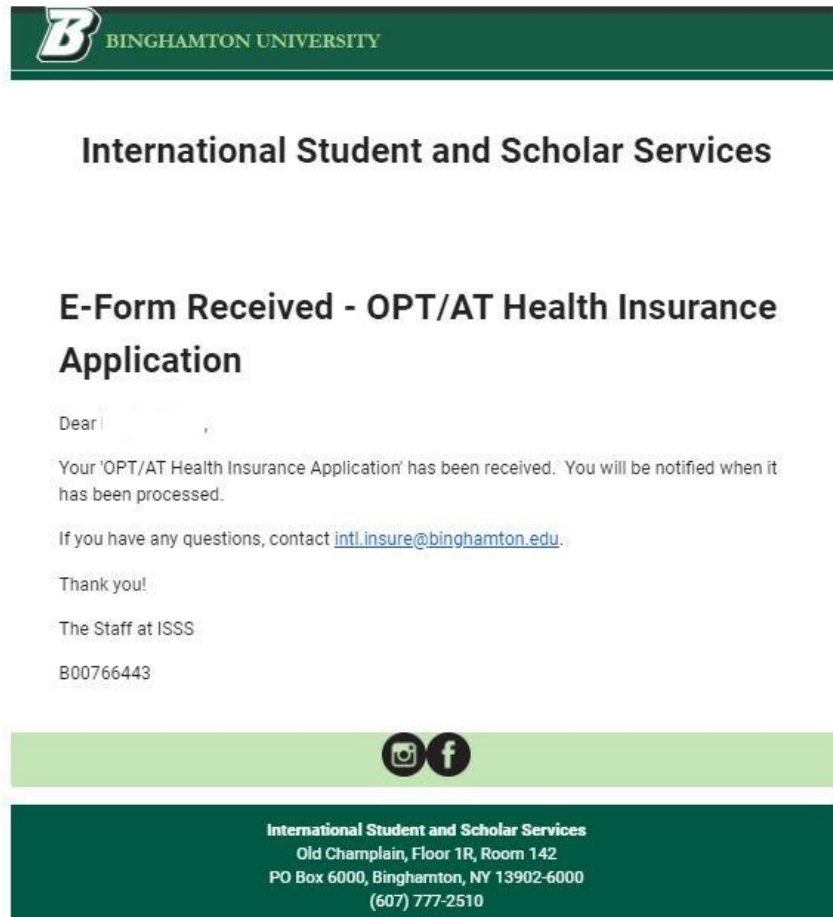
**Step 5:** The top of the next page shows your U.S. address currently on file with the ISSS office. If the address shown is **NOT** where you are currently living or is not filled in, you **MUST** submit a [US Residential Address Update](#) e-form:

Scroll down and enter the information in the **Coverage Request** section of the e-form (all fields are REQUIRED). Click the **Submit** button when you are finished:

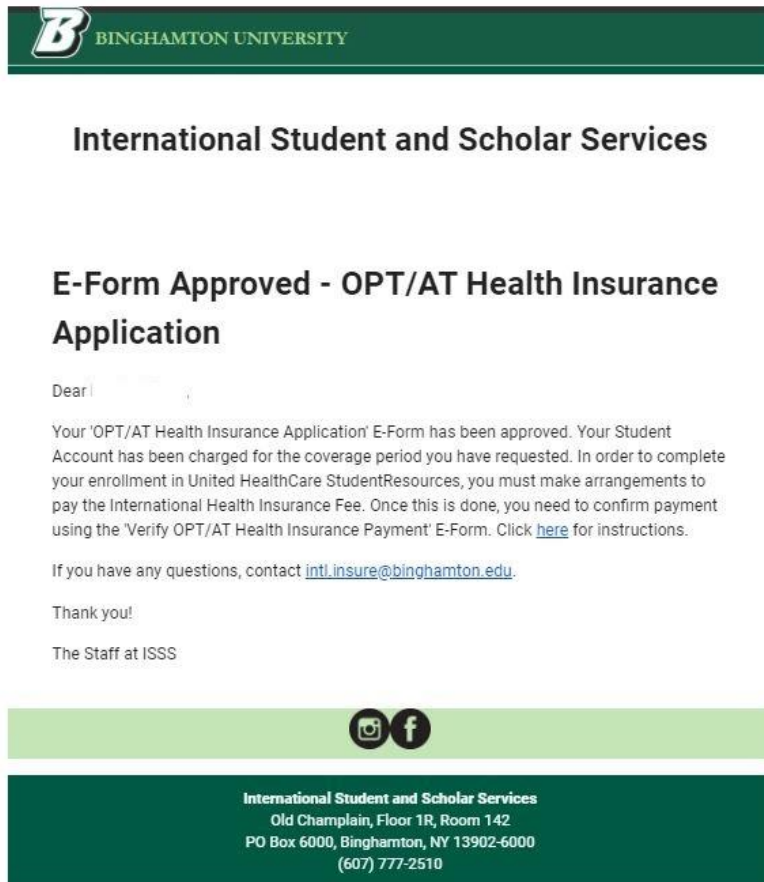
**Step 6:** The *OPT/AT Health Insurance Application* e-form has been updated to “*Pending Office Approval*” status. You may log out of the iSSS BU system at this point:



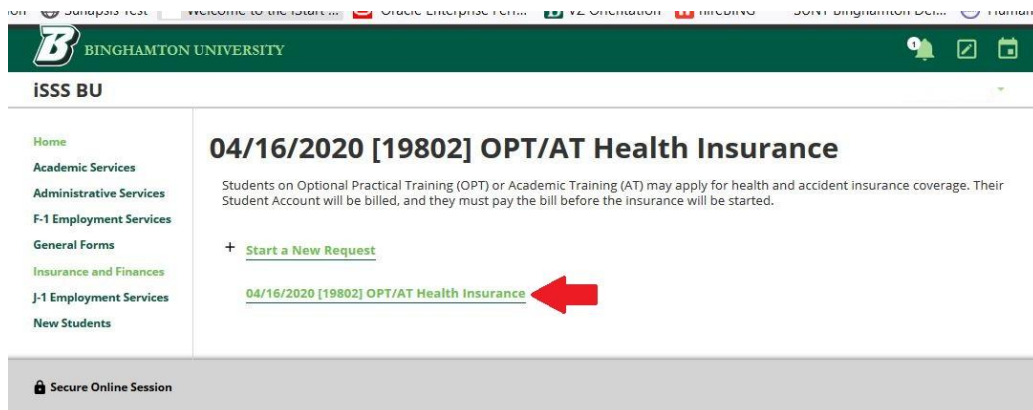
You will also receive an email from [intlins@binghamton.edu](mailto:intlins@binghamton.edu):



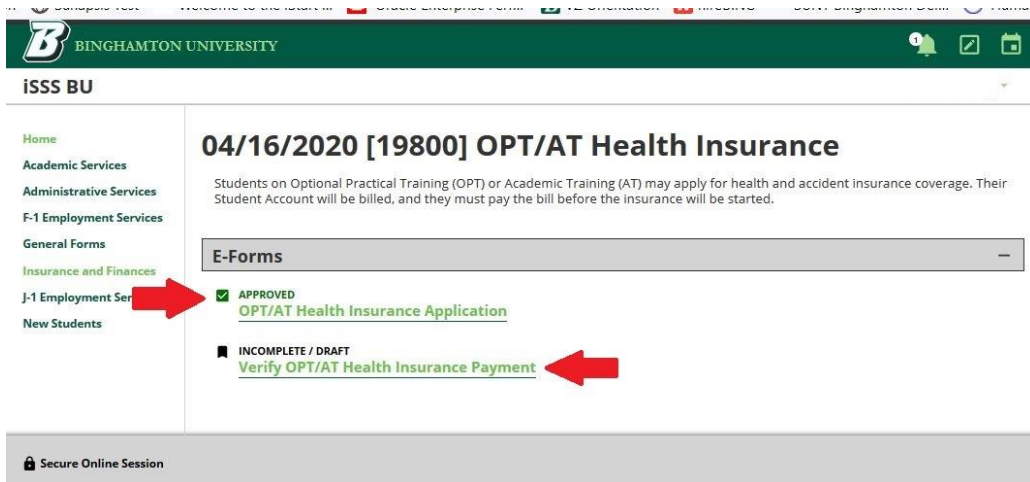
**Step 7:** Once the ISSS Health Insurance Team has reviewed and approved your request, you will received a second email from [intlins@binghamton.edu](mailto:intlins@binghamton.edu). After you receive this email, you need to pay the fee with Student Accounts:



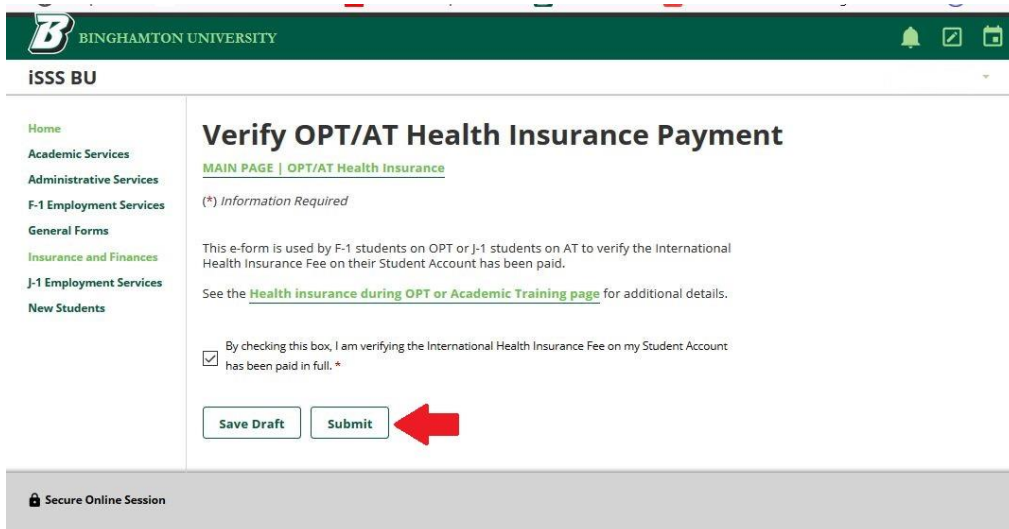
**Step 8:** Log into iSSS BU. Perform Steps 1 and 2 to navigate to the **OPT/AT Health Insurance** page. Click on the prompt for the application you just submitted:



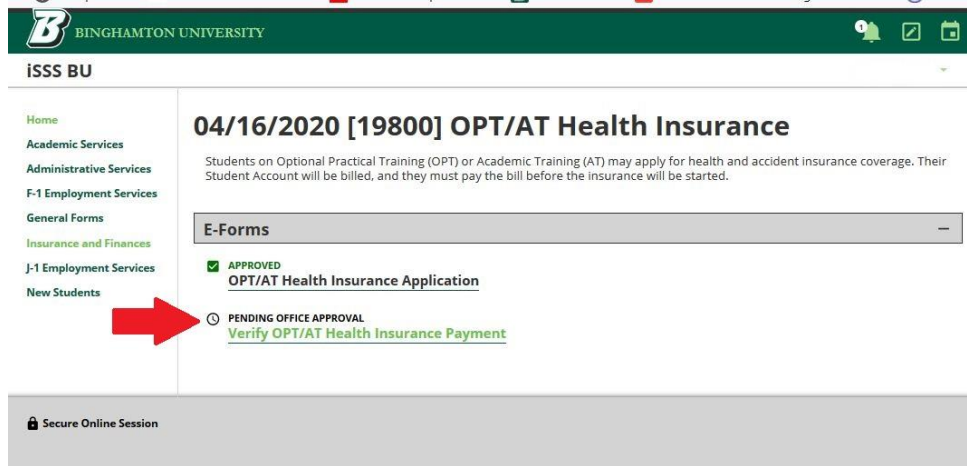
**Step 9:** The status of the **OPT/AT Health Insurance Application** is now **“Approved”**. Click on the **Verify OPT/AT Health Insurance Payment** prompt:



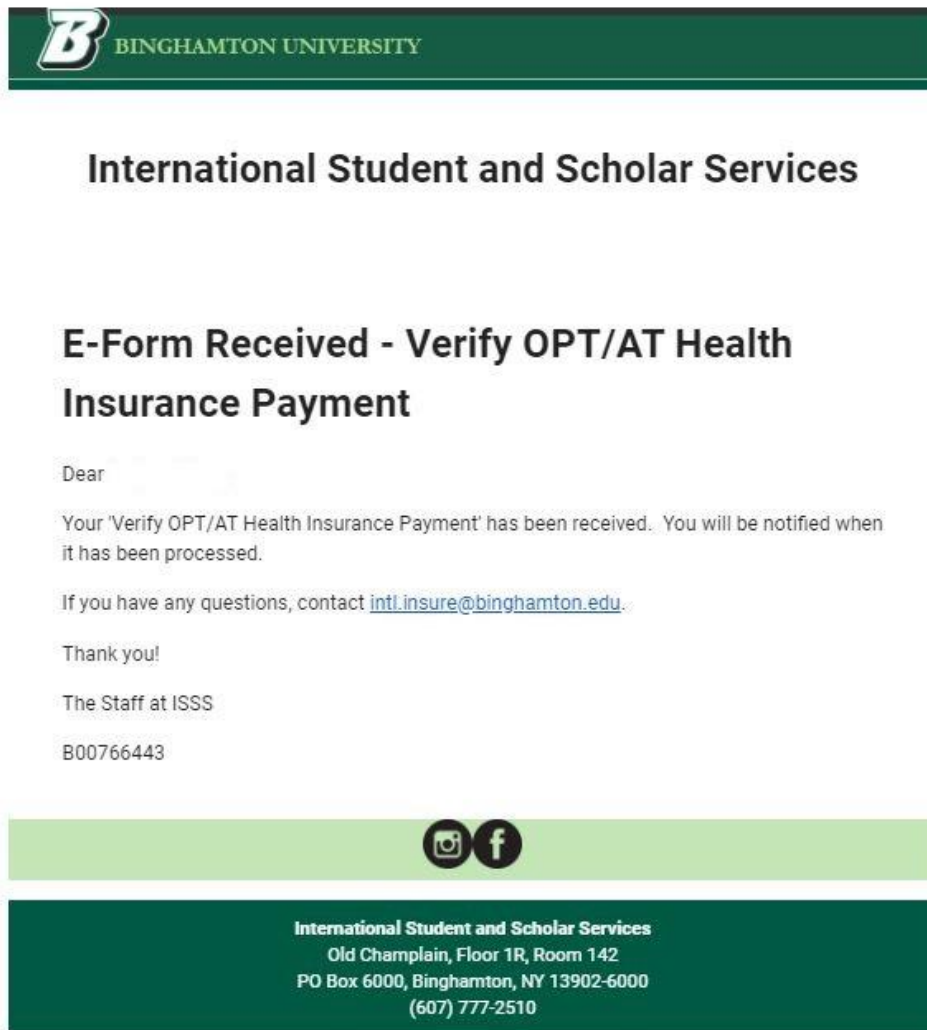
**Step 10:** Verify that you have paid the fee with Student Accounts and click the **Submit** button:



**Step 11:** The status of the **Verify OPT/AT Health Insurance Payment** e-form has been updated to “**Pending Office Approval**” status. You may log out of the iSSS BU system at point:



You will also receive an email from [intlins@binghamton.edu](mailto:intlins@binghamton.edu):



**Step 12:** Once the ISSS Health Insurance Team has reviewed and approved your verification e-form, you will receive a second email from [intlins@binghamton.edu](mailto:intlins@binghamton.edu). Congratulations! Your request for OPT/AT Health Insurance coverage is complete:



## International Student and Scholar Services

### E-Form Approved - Verify OPT/AT Health Insurance Payment

Dear [Name],

Your 'Verify OPT/AT Health Insurance Payment' E-Form has been approved. Enrollment in United HealthCare StudentResources is in process.

You should be able to access your new United HealthCare StudentResources card within 3 business days. United HealthCare StudentResources will send you an email ([notifications@uhcsr.com](mailto:notifications@uhcsr.com)) to confirm your enrollment is complete.

If you have any questions, contact [intl.insure@binghamton.edu](mailto:intl.insure@binghamton.edu).

Thank you!

The Staff at ISSS



**Step 13:** If you want to apply for coverage the next month, log in to the iSSS BU system and repeat Steps 1 and 2. Be sure to click on the **Start a New Request** prompt to begin a new application:

