International Faculty/Scholars and Affiliated Students

Instructions for Enrolling in AETNA Health Insurance Coverage

Enrolling in AETNA Online

Why Enroll Online?

- It enabling you to pay for health insurance coverage on a monthly basis (rather than in one lump sum.)
- You enroll in a “one-year plan”, with the option to cancel out when you depart the University of Mississippi or have different health insurance arrangements.
- You must have a credit card or debit card.
- You understand that coverage will begin on the 15th and end on the 14th day of the month.

How to Enroll Online?

- Go to: https://www.aetnastudenthealth.com/;
- In the purple box “Get Started by…”: Enter “University of Mississippi”;
- On the University of Mississippi page, scroll down to “Enroll or Waive Coverage”, and click on “Enroll/Waive: Student Health Insurance Plan”;
- In “Step 1”, Student Information, select Program Type: Select: “Visiting Scholars”;
- Then enter your University ID number and date of birth;
- Click “continue”;
- In “Step 2”, Plan Options, choose the “Continuation Plan” and click “Student (myself)” if enrolling yourself in to AETNA health insurance coverage plan, and/or Choose the “Dependents” and click “spouse” and/or “children” if enrolling a spouse and/or children in to the AETNA health insurance coverage plan;
- Click “continue”;
- In “Step 3”, complete your personal data. You must use a U.S. address to enroll in AETNA coverage. Please do not use the OIP office address;
- Click “continue”;
- In “Step 4”, indicate the “one-year-plan” (it is your only choice). Please note that you will be charged on a monthly basis to your credit card or debit card;
- When you submit the information, you will receive an immediate confirmation of enrollment in AETNA. Please print this confirmation notice for your reference.
- Wait a few days and print your insurance coverage card from AETNA’s website:
  - Go to: https://www.aetnastudenthealth.com/;
  - In the purple box “Get Started by…”: Enter “University of Mississippi”;
  - In the left side bar, click “For Members”;
  - In the left side bar, click “Print Your ID Card”
  - Enter your University ID number and your date of birth
  - Click “View Card”. You can print your insurance card as many times as you desire.
- Should you leave the University earlier or make alternate insurance arrangements you may cancel the AETNA coverage by following these instructions:
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Effective August 2013

Office of International Programs
Martindale 331
Tel - 662-915-7404
Fax - 662-915-7486

- Obtain a letter from your unit (scholars/faculty) or OIP (affiliated students) indicating your departure date from the University of Mississippi; or that other insurance arrangements have been made;
- Email the following message at least 2 weeks prior to your effective cancellation date with the following message:

Dear Mr. Fritsch and Mr. Sullivan,

With this message I request that my International Scholar/Affiliated Student health insurance coverage with AETNA via the University of Mississippi is cancelled, effective [date at least 2 weeks from sending this message]. The attached documentation serves to support this request.

My full name is: ____________________________
My University of Mississippi ID is: __________________
My date of birth is (write out month in full): ____________
My email is: ________________________________
(and/or list info for dependents)

Sincerely,

Full Name
University of Mississippi
Email address

- Send the message to:
  - If you are an international faculty/scholar:
    - Marcus Fritsch at FritschM@aetna.com, AND
    - Jeffrey Sullivan at SullivanJ@aetna.com, AND
    - Jay Lewis at jlewis@olemiss.edu
  - If you are an international affiliated student (on OPT)
    - Marcus Fritsch at FritschM@aetna.com, AND
    - Jeffrey Sullivan at SullivanJ@aetna.com, AND
    - Regina George at hrgeorge@olemiss.edu
Enrolling in AETNA via paper form:

Why Enroll via paper form?

- You may enroll for a specific period of time, for a duration shorter than one year. New enrollment form is required for insurance coverage beyond August 14.
- Your coverage can begin and end on dates you can specify (rather than begin on the 15th and end on the 14th of the month).
- You must pay for health insurance coverage in lump sum, for yourself and any dependents for the full duration of coverage. You cannot be charged on a monthly basis by AETNA.

How to Enroll via the paper form?

- Obtain the paper form at OIP;
- Complete all information fields as required on the form;
- OIP must validate your status as an international faculty/scholar or as an affiliated student:
  - If you are an international faculty/scholar:
    - Request validation from Jay Lewis at OIP
  - If you are an international affiliated student (on OPT)
    - Request validation from Regina George at OIP
- Jay/Regina of OIP will remit the completed form and your payment to AETNA’s Enrollment Agent.
- You will receive confirmation of coverage within 3 days directly from AETNA
- Then print your insurance coverage card from AETNA’s website:
  - Go to: [https://www.aetnastudenthealth.com/](https://www.aetnastudenthealth.com/);
  - In the purple box “Get Started by…”: Enter “University of Mississippi”;
  - In the left side bar, click “For Members”;
  - In the left side bar, click “Print Your ID Card”
  - Enter your University ID number and your date of birth
  - Click “View Card”. You can print your insurance card as many times as you desire.

Should you have questions or concerns, or encounter any errors in these instructions, please let us know.

Thank you.

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