Aetna Student Health Medical Student Waiver/Enrollment Guidelines

Revised: 07/08/2015

Saint Louis University requires Medical Student to carry health insurance. If a student already has other (non-UHP) health insurance coverage, they may waive UHP coverage (and its corresponding charges) by providing proof of other coverage in effect.

If a student does not already have health insurance, they must enroll in the University Health Plan (UHP), coverage that is sponsored by Saint Louis University.

This document provides guidance on how to submit an on-line waiver (see below) or enroll (see page 3) through the secure Aetna Student Health website. Aetna Student Health is the UHP’s administrative partner.

**Directions for Waiver Submission**

* Open a web browser of your choice, for example, Google Chrome

* Go to: [www.aetnastudenthealth.com/slu](http://www.aetnastudenthealth.com/slu)

* Click on: Enroll or Waive: Student Health Insurance Plan

**Step 1** Begin Your Application

* At Student Type, use pull down menu to select either **Domestic** or **International**. International selection indicates that you are pursuing studies under a visa and are not a permanent U.S. resident.

* At Program Type, use pull down menu to select either **First Year Medical Students** (M1) or **Returning Medical Students** (M2, M3 or M4):

* On Secure Login screen, enter: **Your Banner ID# (enter all nine characters including leading zeroes):**
* Enter your DOB:

* Confirm your Banner ID# and DOB, then click on:

GET STARTED

Step 2 Plan(s)

* Click on Waive:

Waive

* If you have current insurance information, click Yes to Continue.

Yes

* Review Waiver Policy Terms and check box at bottom of page to indicate term acceptance.

Continue

Step 4 Current Insurance Policy

* Respond to all required questions regarding your current (non-UHP) health insurance coverage.

* Review Terms and Conditions and check box at bottom of page to indicate term acceptance.

Continue

Step 5 Waiver Summary

* Review the Waiver Summary. If needed, edit and save any necessary changes to Waiver Summary data.

Submit

* Click Submit to complete your waiver submission.
Directions for Enrollment Submission

* Open a web browser of your choice, for example, Google Chrome.

* Go to: www.aetnastudenthealth.com/slu

* Click on: Enroll or Waive: Student Health Insurance Plan

**Step 1 ➤ Begin Your Application**

* At Student Type, use pull down menu to select either Domestic or International. International selection indicates that you are currently pursuing studies under a visa and are not a permanent U.S. resident.

```
[Select Student Type]
Domestic
International
```

* At Program Type, use pull down menu to select either First Year Medical Students (M1) or Returning Medical Students (M2, M3 or M4):

```
[Select Program Type]
First Year Medical Students
Returning Medical Students
```

* On Secure Login screen, enter: Your Banner ID# (enter all nine characters including leading zeroes): 

```
Student Banner ID Number
(please enter all nine characters, including leading zeroes)
```

```
000123456
```

* Enter your DOB:

```
Date of Birth
```

```
MM/DD/YYYY
```

* Confirm your Banner ID# and DOB, then click on: **GET STARTED**
* To enroll **YOURSELF**, click **Select Plan for Medical Students**.

If you need to enroll any dependents, click **Select Plan for Medical Student Dependents**.

* Click on Continue:

**Step 3**

**Student Information**

* Confirm/complete your gender, name, phone, **local address**, and **SLU (@slu.edu) email** info.

* Once info. is confirmed, click on **Continue**:

**Step 3**

**Dependent Information**

* If enrolling dependents, enter their demographic information

* Once all is confirmed, **Save** and click on **Continue**:

* Add additional dependents as needed: **Add Another Dependent**
** VERY IMPORTANT ** - Please pay close attention to the Plan Term and the effective dates selected in Step 4.

First Year Students (M1s) must select a Plan Term with effective dates of 08/01/15 – 06/30/16.

Returning Students (M2, M3, M4s) must select a Plan Term with effective dates of 07/01/15 – 06/30/16.

** Step 4 Plan Details **

* Select a Plan Term:

* Check terms and conditions:

* Click on Add Dependents to enter dependent demographics

Add Dependents

Click Continue:

** Step 5 Enrollment Application Summary **

* Carefully Review data for accuracy.

* Click Submit to complete your enrollment.

Submit