In order to change your insurance plan outside of the Open Enrollment Period, you must experience a “qualifying event” – major life changes that could allow you to add/drop someone to/from your current plan, or cause you to involuntarily lose your current coverage.

**Examples of a Qualifying Event are:**

- New student (US Citizen) at ISU registered for 5 credits or more
- Student drops below 5 credits (no longer eligible for student insurance program)
- Loss of prior health or dental coverage
- Marriage/domestic partnership
- Divorce
- Birth or adoption
- Spouse and/or child(ren) arriving to the U.S. from another country
- Yourself, Spouse and/or child(ren) leaving the U.S.

**Deadline to Change Enrollment:**

- Must be completed within 30 days of a qualifying event
  - Exception: Must be completed within 60 days of a birth or adoption of child

**To Change Enrollment:**

- Complete change on the BluesEnroll portal
  - NOTE: If you are a Visiting Scholar, you must enroll manually. Download the form here.

- **Documented proof of event** must be received by the ISU Benefits Office as verification and to complete the change process.
  - Loss of prior coverage – letter from insurance carrier or employer stating your name and the last day you were covered on their plan
  - Marriage – ISU Declaration of Domestic Relationship form
  - Domestic Partner – ISU Declaration of Domestic Relationship form
  - Adoption – adoption court document
  - Spouse and/or child(ren) arriving to the U.S. from another country – copy of stamped passport(s)
  - Yourself, Spouse and/or child(ren) leaving the U.S. – copy of plane ticket

- **NOTE:** Delta Dental – unable to be dropped; Enrollment is until the end of the plan year.

For questions please call the ISU SSHIP Office at 515-294-4800 or email isusship@iastate.edu