Iowa State University
International Visiting Scholars

Enrollment & Waiver Instructions

Instructions for International Visiting Scholars:

1. **Take the “Insurance form” to your ISU departmental host** and ask them to complete the first section on the insurance form. Give them this document so they may follow the Department Instructions below.

2. **You, as the Visiting Scholar**, will complete the rest of the insurance form, read the Agreement/Certification, sign and date.

3. **Return the completed form to** the University Human Resources, Service Center at 3810 Beardshear Hall **within 30 days of your arrival in the United States**.

4. **Waiver Request** - If you have health insurance that you purchased **before** arriving in the United States and you wish to use that insurance instead of the ISU health insurance, **you must follow steps 1 through 3 above**, complete the waiver form and return to the University Human Resources, Service Center 3810 Beardshear Hall **within 30 days of your arrival in the United States**.

   **Documents REQUIRED to waive the ISU Insurance Plan for you and dependents:**
   - A copy of your insurance information, detailed per the U.S. Department of State’s regulations (with English translation)
   - A copy of your I-94
   - A completed Visiting Scholar Insurance form
   - **AND** a completed Visiting Scholar Waiver form

Instructions for Departments Hosting International Visitors:

1. Complete the “Department must complete” section on the Visiting Scholar Insurance Form.

2. Indicate if your visitor will pay for his/her own insurance or if the premiums should be billed to your department intramural. Complete even if waiving. If the waiver is denied we will enroll the VS in the ISU SSHIP.

3. The ISU host faculty member must sign his/her name.

4. Provide a departmental fund account number regardless of whom the paying party is going to be. **The reason the insurance office asks for an account number in all cases is that in the event the visitor’s personal insurance is inadequate, or if he/she is billed for the coverage and defaults on the payment, the inviting department will be held financially responsible.**

5. Assist your visitor to return the completed forms to the University Human Resources, Service Center, 3810 Beardshear, within 30 days of his/her arrival in the United States.

6. **If visitor will be a Post Doc do not complete form.**

**QUESTIONS:** Direct all questions and concerns about the health insurance requirements and enrollment to University Human Resources, Benefits Office, 3810 Beardshear Hall, isusship@iastate.edu, 515-294-4800.