Mandatory Insurance Requirements
For J-1 Scholars

Prospective UW–Madison Scholar:
Exchange visitors are required to carry health insurance for themselves and their accompanying family members, as a condition of their J-1 status. To meet this standard, UW-Madison implemented the Student Health Insurance Plan (SHIP), which has been designed to ensure that, while you reside within the United States, both you and your family are financially protected against an unforeseeable accident, illness or injury. All J-1 scholars and any J visa dependents must show compliance with the health insurance requirements of UW-Madison by registering at the SHIP office. You must purchase SHIP for yourself and any J visa dependents or file a qualifying Waiver Application before the posted deadlines. **Failure to meet INS regulations could result in the termination of your program.**

Enrollment and Waiver Deadlines
Newly arrived J-1 scholars must register at the SHIP office and submit a copy of their DS-2019 (including copies for any J visa dependents) within 30 days of their arrival into the United States. If the DS-2019 is not effective until after the arrival date, the J-1 scholar must register with the SHIP office within 30 days of the DS-2019 start date. Transferring J-1 scholars must register with the SHIP office within 30 days of their arrival at UW-Madison. Renewing J-1 scholars must re-register at the SHIP office on or before the applicable semester deadline. J-1 scholars who extend their stay at UW-Madison must re-register at the SHIP office and submit a copy of their current DS-2019 (including copies for any J visa dependents) within 30 days of the extension date. **Failure to purchase SHIP or file a qualifying Waiver Application by these deadlines will result in a $50.00 late fee in addition to any required SHIP premiums.**

SHIP Enrollment
Enroll by visiting the SHIP office which is located in University Health Services, at 1552 University Avenue, Madison. The SHIP office is open from 9am to 5pm, Monday through Friday. You can contact the SHIP office by phone or e-mail if you want to determine the exact SHIP premium in advance. Payment is accepted by Visa/MasterCard, check, or exact cash. SHIP coverage will be effective from your DS-2019 start date or your arrival date (if the arrival date is after the DS-2019 start date). Full payment is required upon your enrollment. Coverage is retroactive for J-1 scholars who enroll after their effective date. However, certain benefits, including prescriptions, cannot be processed until a J-1 scholar is enrolled in SHIP. For that reason, we recommend that you enroll in SHIP as soon as possible. Premiums can be paid per semester or annually. If your stay is shorter than a semester, the period will be pro-rated on a monthly basis. The minimum SHIP premium requirement for enrolling J-1 scholars, who do not qualify for a waiver, is 2 months. **Please note that J-1 scholars are only eligible to enroll in SHIP for the period detailed on the DS-2019.**

Waiver Applications
Waivers will only be approved if you satisfy one of the qualifying criteria, as listed on the Waiver Application. All other applications will be denied. **Please read the Waiver Application carefully to ensure that you do not purchase insurance which does not meet the SHIP waiver requirements.** If you do not qualify for a waiver you are required to enroll in SHIP.
You are still required to file a Waiver Application, even if you are offered insurance through a UW-Madison campus department. If your UW-Madison insurance does not commence within 16 days of your arrival date, you will be required to enroll in SHIP to cover the interim period.
If you are visiting for more than 12 months, you must renew your Waiver Application by September 15 each year. Please note that the most current Waiver Application is available on-line and can be printed off as required.

For SHIP premium information, please see the enclosed SHIP benefit summary. Additional SHIP information including, policies, guidelines and procedures can also be viewed on our web site.

Please feel free to contact our office if you have any questions.

Plan Administration
UW-Madison Student Health Insurance Plan