UVA Department of Student Health and Wellness
Resource Guide: Insurance Verification 2020-21 SIS To-Do
(updated Dec. 14, 2020)

Introduction:
In order to meet UVA requirements, students who see “Insurance Verification 2020-21” on their SIS to-do list (screenshot below) must either submit proof of coverage or enroll in the Aetna Student Health Insurance plan. This document provides a step-by-step visual guide on how to submit proof of current health insurance coverage in order to waive the UVA Aetna Student Health Insurance plan coverage. If you are interested in enrolling in the UVA Aetna plan, please follow steps 1 through 3 below. When you reach Step 4, instead of selecting “Waive,” begin selecting your coverage options and follow the enrollment process from there.

Hello Daniel!

to Dos 2

UVa Financial Aid Application

Insurance Verification 2020-21

Ready to get started? Make sure you have your current insurance carrier and policy number on hand!

STEP 1: Go to www.uvastudentinsurance.com and select Enroll/Waive (circled)

STEP 2: On the next page, select Enroll/Waive again (circled)
STEP 3: On the next page, enter your information in each of the three fields shown:

- Domestic or International student → Choose the applicable field from the drop-down selection.
- Nine-digit student ID number → You’ll need to enter 9 digits here. If you don’t know your student ID number, you can visit this UVA ITS page for help in locating it.
- Date of Birth → Click the calendar icon to select your date of birth.

STEP 4: On the next page, select the green Waive button (starred).

You will receive a pop-up window that mentions you will need to have your insurance information on hand.
STEP 5: If you select Yes, you will receive the below screen. If you select No, you will remain on the previous screen and you will have not completed the waiver.

STEP 6: Selecting Yes takes you to the below screen to review information. Check the box at the bottom of the screen to agree to Waiver Policy Terms.

After checking the box, you will select the “Continue” button to proceed.
**IMPORTANT:** You do not need to upload an image of your Medical Insurance ID card, as this step is optional – please skip this step! This “upload” step has caused some of our users to exit out of the system without successfully completing the waiver process.

**STEP 7:** The next two sections are required and must be updated with your insurance information.
STEP 8: In addition, you will need to agree to the Terms and Conditions and check the box for an electronic signature.

Required fields must have entries and you will not be able to proceed without answering the required questions/fields.

Once all is entered, select continue:

STEP 9: *(Optional)* You will be provided a Waiver Summary where you can make edits, if necessary, by clicking “Edit this Information”
STEP 10: If all information is accurate, you will select “Submit”

You will see a “Transaction Confirmation” page if you have successfully completed the waiver process. You will be able to print your confirmation. You will also receive a confirmation number on this screen.

Transaction Confirmation

Your waiver has been submitted
Details of your waiver transaction are available below.

Your waiver application has been submitted. Please see the confirmation below.

Waiver Approved

Dear Pestifer,

We have received your request for a waiver. Your insurance verification (waiver) has been APPROVED. If you should lose your current coverage, you are required to notify Student Health at sth-ins@virginia.edu as you are required to maintain comparable coverage while a student at the University of Virginia.

The enrollment/insurance verification process is annual. Please review your student status and health needs each year to make an informed decision about whether or not to seek a waiver in the future.

Your confirmation number is 2343829.
Your transaction date is 12/10/2020.

Please use this information if you contact Aetna Student Health or Student Health at sth-ins@virginia.edu with questions about this transaction.

You may print a copy of this page for your records. You will also receive this confirmation notice at the e-mail address previously identified.

Sincerely,
University of Virginia Student Health

The Transaction Confirmation will state whether your waiver was approved or declined. Please note that UVA accepts certain types of insurance based on comparable coverage requirements, and it may be that your health insurance waiver is initially declined. You may contact our insurance/billing office at sth-ins@virginia.edu or (434) 243-2702. We will address each inquiry in the order received. Sending multiple emails will not shorten the response time. Thank you!