

**UGA Student Health Insurance Plan**  
**Qualifying Life Event – Required Documentation**  
**(Enroll or add coverage only)**

Life Event	Definition of an eligible dependent	Required Documentation		
<b>Student's loss of coverage on another plan/Loss of Eligibility</b>		Proof of loss of other coverage (Certificate of Creditable Coverage)		
<b>Birth of child</b>	Natural born child to age 26	Copy of Birth Certificate OR Confirmation of Birth confirming the parent/child relationship		
<b>Adoption of child</b>	Child up to age 26	Written proof that child has been placed for adoption to initially enroll the child		
<b>Marriage</b>	Your legal spouse (does not include common law spouse or domestic partner)	Copy of Marriage Certificate as on file with the state/county		
<b>Spouse and/or dependent loses other coverage</b>	Your legal spouse (does not include common law spouse or domestic partner). Natural born or adopted child up to age 26.	Proof of loss of other coverage (Certificate of Creditable Coverage)	AND	Copy of marriage certificate if adding spouse. Copy of child's birth certificate or adoption documents if adding dependent child(ren)
<b>Spouse and/or dependent just moved to the United States</b>	Your legal spouse (does not include common law spouse or domestic partner). Natural born or adopted child up to age 26.	Copy of passport showing stamp of arrival date or if coverage to be purchased prior to arrival, a copy of plane ticket showing travel arrival date.	AND	Copy of marriage certificate if adding spouse. Copy of child's birth certificate or adoption documents if adding dependent child(ren)

For each of the qualifying events identified above, unless otherwise stated, you must file a request with Human Resources ([gshiplan@uga.edu](mailto:gshiplan@uga.edu)) within 30 days of the event. The effective date for changes in coverage will be the date of the qualifying event. The above documentation along with the United Healthcare Qualifying Event – Enrollment Form must be submitted to UGA Human Resources within 30 days of the qualifying event:

University of Georgia  
Human Resources  
215 South Jackson Street  
Athens, GA 30602  
Attn: Student Health Insurance

OR

via fax: 706-542-7321  
Attn: Student Health Insurance