

Dear Graduate, Research, or Teaching Assistant:

One of the benefits of being a Graduate, Research, or Teaching Assistant (GA/RA/TA) at USF is the opportunity to have your medical insurance policy paid by the University. If eligible, you may receive a subsidy to cover this insurance coverage. To learn more about the subsidy, please visit the [Graduate Assistant Health Insurance](#) web page.

Fall 2015 Open Enrollment for the GA medical insurance plan and subsidy is open through September 28th. ***You must enroll online to receive these benefits. If you miss Open Enrollment, you will not have another opportunity to sign up for your GA Subsidy until the Spring 2016 Semester.*** The subsidy is sent per semester that you are eligible, however, you may enroll for an Annual or Fall policy. Enrollment is online at <https://www.gallagherstudent.com/usf>

To be Eligible for the Medical Insurance Subsidy you must:

Be a GA, RA, or TA in good standing with their academic program (including taking the required number of credit hours and maintaining the required GPA), and be employed in an eligible job code (see below) with at least a .25 FTE. Please review for additional information on eligibility and subsidy.

Eligible Job Codes:

- Graduate Research Associate - Job Code 9181
- Graduate Research Assistant - Job Code 9182
- Graduate Teaching Associate - Job Code 9183
- Graduate Teaching Assistant - Job Code 9184
- Graduate Assistant (non-exempt) - Job Code 9185
- Graduate Assistant (exempt) - Job Code 9550

If you maintain at least a .25 FTE appointment, the 2015/2016 subsidy fully covers the cost of the insurance policy with no employee contribution. The subsidy is sent in the Fall semester for Fall appointments and then in the Spring semester for Spring appointments. Annual, 9 month appointments require maintaining your appointment for both Fall and Spring semesters.

To enroll for the Insurance Policy and Fall Semester 2015 Subsidy:

Domestic Students – Enroll online no later than **September 28th, 2015**

International Students – Enroll online no later than **August 28th, 2015** to meet the State of Florida mandate for insurance coverage.

1. Enroll online at <https://www.gallagherstudent.com/usf>
 - a. Click on *University of South Florida*
 - b. Click on “Student Enroll” (found on the left side menu on the Welcome USF Page)
 - c. You must have an offer letter, a Social Security Number, and a valid email address to enroll.
 - d. Please enroll with the first and last name listed on your Social Security Card
2. **Your hiring department must process and submit your appointment paperwork to USF Human Resources no later than September 28th; if paper work is received after 5 p.m. on September 28th you will not receive the subsidy.**
3. **Maintain your eligibility throughout the semester, as outlined [here](#).**

If you have questions about the insurance benefits, contact the Student Health Services Insurance Office at insurance@shs.usf.edu. For questions about GA Subsidy eligibility, contact USF Human Resources at benefits@usf.edu.

This is a wonderful benefit for our GAs, RAs, and TAs and we hope you will take advantage of it. We are delighted you are a GA at USF. We are committed to your success and development during your time with the University of South Florida.

Sincerely,

USF Human Resources, Graduate Assistants United, and Student Health Services