

STUDENT HEALTH SERVICES

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 2018 Open Enrollment for the GA medical insurance plan and subsidy is open through September 28, 2018. **You must enroll online to receive these benefits at <https://www.gallagherstudent.com/usf>.**

If you miss Open Enrollment, you will not have another opportunity to sign up for your GA Subsidy until the Spring 2019 Semester.

To be Eligible for the Medical Insurance Subsidy you must:

Be a GA, RA, or TA in good standing with your 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.

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 2018/2019 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 2018 Subsidy:

Domestic Students: Enroll online no later than **September 28, 2018**

International Students: Enroll online no later than **August 24, 2018** to meet the State of Florida mandate for insurance coverage.

1. Enroll online at <https://www.gallagherstudent.com/usf>
 - a. Click on "Student Enroll" (found on the left side menu on the Welcome USF Page)
 - b. You must have an offer letter, a Social Security Number, and a valid email address to enroll.
 - c. 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 21, 2018 if paper work is received after **5 p.m. on September 21st you will not receive the subsidy.**
3. Maintain your eligibility throughout the semester, as outlined [here](#).

For questions about GA Subsidy eligibility, contact USF Human Resources at benefits@usf.edu.

If you have questions about the insurance benefits, contact Gallagher at 1 (877) 539-3492 or email them at USFstudent@gallagherstudent.com or the Student Health Services Insurance Office at



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insurance@shs.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.

Best Regards,
USF Human Resources and Student Health Services