Click **Request a Waiver**.

Select the **New User** tab.

Click **Enroll**.
Enter your Student ID and Date of Birth.

Click Continue.

Enter Student Information.
Scroll past Student Information.

Enter the Insurance Policy and Health Insurer information.
## Student Waiver – New User - Domestic

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scroll past policy and health carrier information.</td>
<td><img src="image" alt="Proof of Coverage" /></td>
</tr>
<tr>
<td>Select the <strong>Add Proof of Coverage</strong> button.</td>
<td><img src="image" alt="Add Proof of Coverage" /></td>
</tr>
<tr>
<td>Browse and locate desired document and select open.</td>
<td><img src="image" alt="Add Proof of Coverage" /></td>
</tr>
<tr>
<td><strong>Note:</strong> Proof of Waiver is optional for domestic, but required for international.</td>
<td><img src="image" alt="Add Proof of Coverage" /></td>
</tr>
<tr>
<td>Select “Yes” or “No”, if you would like to automatically resubmit waiver for the Spring/Summer semester.</td>
<td><img src="image" alt="Resubmission Opt-In" /></td>
</tr>
<tr>
<td>Select the check box and certify the information provided is accurate.</td>
<td><img src="image" alt="Resubmission Opt-In" /></td>
</tr>
<tr>
<td>Click <strong>Submit</strong>.</td>
<td><img src="image" alt="Submit" /></td>
</tr>
</tbody>
</table>

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**Proof of Coverage**

You may upload any documentations from your insurance carrier which display your policy’s effective dates of active coverage and any pertinent information.

Examples of proof: Insurance Card, Confirmation Letter, Statement of Coverage, etc

**Resubmission Opt-In**

I would like for Student Blue to automatically re-submit my waiver request in the spring semester

- Yes

**Waiver Agreements**

- Certification - I attest that the above information is accurate and authorize its verification. I realize that if the waiver information is found to be invalid, the waiver request will be denied.
Confirmation page appears.

Waiver requests will result in one of the following responses:

- **Approved:** the waiver is approved. No further action is required. The student receives an e-mail confirmation. Students can also view the confirmation e-mail in the Message Center.
- **Denied:** the waiver request is denied. The student will be contacted by e-mail.
- **Pending:** the waiver is placed in a pending status because more information or research is required. The student will be contacted by e-mail to follow up. Students will receive a waiver request decision e-mail within 5 business days of submission.