



Postdoctoral & Graduate Student Fellows (Fellows NOT paid as employees through Texas A&M University) Process for Insurance Enrollment

According to Section 1601.1021 of the Texas Insurance Code, postdoctoral fellows and graduate student fellows who meet the following criteria are eligible to participate in the Texas A&M University System insurance programs.

- Postdoctoral fellowships, or
- One or more graduate student fellowships awarded to the individual on a competitive basis that, either singly or in combination, are valued at not less than \$10,000 per year, and
- Is currently receiving a stipend from an applicable fellowship.

NOTE: This process pertains to Postdoctoral Fellows or Graduate Student Fellows who are NOT employees and NOT currently paid as employees through Texas A&M University or other System Payroll Office. Graduate Assistants (GATs, GANTs, GARs, and GALs) who are 50% or more are employees of Texas A&M University and continue to be eligible for the insurance programs.

INSURANCE ENROLLMENT PROCESS

1. The appropriate office identifies fellows who meet the criteria above and completes the Postdoctoral Fellows or Graduate Student Fellows [Certification Form](#).
 - **Academic Department** - Department Head identifies individuals within the department that meet the criteria and completes the certification form.
 - **The Office of Graduate and Professional Studies** - completes the forms for all Texas A&M University and National graduate fellowships administered by their office.
 - **Vice President for Research Office** - For postdoctoral fellows, send the completed Certification Form along with stipend verification from the external sponsor to Kim Williamson at kwilliamson@tamu.edu. The Division of Research will confirm that the individual is a current Visiting Scholar.
2. The eligible fellow will have a 60-day enrollment window that is determined by the date of the fellowship effective date that generates the benefit eligibility. The Certification Form must be completed and returned timely by the appropriate office to ensure compliance with the 60 day enrollment window.
3. The completed Postdoctoral Fellows or Graduate Student Fellows Certification Form is sent to Human Resources at benefits@tamu.edu
4. Benefit Services notifies the eligible fellow regarding insurance options and provides instructions for enrollment.
5. The total insurance premium is paid by the fellow through In-House Billing. Arrangements for payment through bank draft, check, or money order are established through emailed communications from System Insurance Billing
6. Department Head notifies Benefit Services when the fellow leaves the university and no longer meets the eligibility criteria above.

Find more information at: <https://employees.tamu.edu/benefits/postdoc-fellow.html>