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. Fellows are eligible to participate in health, dental, and vision insurance plans with Texas A&M.

2. Graduate Fellows:
   - Graduate fellows enrolled in a minimum of 5 credit hours may complete their enrollment directly through Academic Health Plans. Enrollment is done at the beginning of each semester.

   - Graduate fellows enrolled in less than 5 credit hours must enroll through Workday, using the Fellow Certification Form and submitting it to benefits@tamu.edu within the month their fellowship begins. Follow Workday enrollment steps below.

   - International students are enrolled in health coverage through the International Student Insurance fee on their tuition and fee statement. No further action is needed for health insurance coverage while on a fellowship.

3. Postdoctoral Fellows:
   - Must complete the Fellow Certification Form and submit to benefits@tamu.edu within the month their fellowship begins.

   - Follow Workday Enrollment steps

Workday Enrollment:

4. The appropriate office identifies fellows who meet the criteria above and completes the Fellow 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 Katherine Kissmann kkißmann@tamu.edu. The Division of Research will confirm that the individual is a current Visiting Scholar.

5. The eligible fellow will have until the end of the month in which their fellowship begins to enroll in benefits in Workday. The Certification Form must be completed and returned timely by the appropriate office to ensure compliance with the enrollment window. If enrolling with an effective date of the fellowship start date, the form must be returned within 7 days of the fellowship start date.

6. The completed Fellows Certification Form is sent to Human Resources at benefits@tamu.edu

7. Benefit Services notifies the eligible fellow regarding insurance options and provides instructions for enrollment.

8. Benefit Services creates a record in Workday for the fellow or triggers benefit eligibility in Workday for an existing, non-benefit eligible record.

9. Fellow receives a benefit event and enrolls in desired insurance coverage within their enrollment window.

10. 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.

11. 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](https://employees.tamu.edu/benefits/postdoc-fellow.html)