Postdoctoral and 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 currently employed in a benefits-eligible position with A&M University or other System Office. Graduate Assistants (GATs, GANTs, GARs, and GALs) employed in a benefit-eligible position with Texas A&M University or other System Office will continue to be eligible for the insurance programs as an employee.

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.

2. **Vice President for Research Office** - For postdoctoral fellows, send the completed Certification Form along with stipend verification from the external sponsor to Joe Ashworth at Mail Stop 2403, or as a PDF to joeashworth@tamu.edu.

3. 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.

4. The completed Postdoctoral Fellows or Graduate Student Fellows Certification Form is sent to Human Resources at benefits@tamu.edu, fax 979-862-3128 or through campus mail to MS1255.

5. Human Resources notifies the eligible fellow regarding insurance options and provides instructions for enrollment.

6. The total insurance premium is paid by the fellow through an external vendor P&A Group. Arrangements for payment through bank draft or other methods are established through mailed communications from P&A Group.

7. Department Head notifies Human Resources when the fellow leaves the university and no longer meets the eligibility criteria above.

Find more information at: employees.tamu.edu/benefits/grad-students