

# Northwestern University Visiting Scholar Plan Dependent Form

This form is to enroll dependents in the Visiting Scholar Plan.

Revised 1/19

It may also be used to waive enrollment in the Plan for J-2 Dependents.

<b>Visitor Information</b>	Last Name		First Name	
	Date of Birth (mm/dd/yyyy)		VSP ID Number (if known)	
	Department		Title	
	Appointment Start Date (mm/dd/yyyy)		Appointment End Date (mm/dd/yyyy)	
<b>Dependent Information</b>	<i>List all accompanying dependents and arrival / departure dates below. Attach an additional sheet, if necessary.</i>			
	Last Name	First Name	Date of Birth (mm/dd/yyyy)	Gender (Male or Female)
	Dependent Arrival Date (mm/dd/yyyy)		Dependent Departure Date (mm/dd/yyyy)	
<b>Insurance Options</b>	<b>Please note that J-2 dependents are required to maintain health insurance that meets Northwestern University's requirements.</b> Coverage must be in place upon arrival in the United States and remain in effect for the entire length of stay. Outside insurance plans must be approved by the Office of Risk Management.			
	A) Add dependents to VSP policy. <i>Please indicate the dates of coverage in the space provided below.</i>			
	B) Dependents will have outside or non-University coverage. <i>Attach insurance information for review.</i>			
	C) Scholar will add dependents to employee health plan upon arrival.			
	D) Dependents are covered under scholar's employee health plan. <i>Attach copy of card(s) for verification.</i>			
<b>VSP Enrollment Request</b>	The rate for family coverage is \$168 per week. Fees will be billed to the chartstring listed on the scholar's application.			
	Coverage Start Date (mm/dd/yyyy)		Coverage End Date (mm/dd/yyyy)	
<b>Department Contact</b>	Name		Phone	
	Email			
	Signature		Date	
<b>Instructions:</b> Fill out the above information and attach a copy of the insurance policy and / or proof of enrollment, if applicable. Submit the completed application to Pam Tackett at the Office of Risk Management at <a href="mailto:pamela.tackett@northwestern.edu">pamela.tackett@northwestern.edu</a> for review. Once the application has been approved, a signed copy will be returned to the department contact listed above. The requesting department is then responsible for submitting the approved form to the International Office to complete the visa process.				
<b>RM Use Only</b>				Date