Child Dependent SHIP Reimbursement Process for UC Berkeley

The following are the local procedures for reimbursement for Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs) who purchase child dependent SHIP:

1) Eligible ASEs and GSRs who wish to enroll their eligible child dependents in SHIP (Student Health Insurance Plan) must purchase dependent SHIP for their eligible children by the SHIP enrollment deadline for the relevant semester or based on a qualifying life event. All eligibility determinations are defined by SHIP plan regulations: https://uhs.berkeley.edu/insurance-ship/insurance-dependents;

2) Eligible ASEs and GSRs who purchased SHIP coverage for their children shall complete the UC Child Dependent Health Insurance Attestation Form, and attach proof of payment. The attestation form can be downloaded at https://drive.google.com/file/d/1PHbk7ziY26CI5TK1rlLH6Hh-nSy3sGT4/view?usp=drive_link.

3) Eligible ASEs and GSRs shall email the completed form, along with proof of payment, to BRBX-SHIP-reimbursement@berkeley.edu, and include their Student ID Numbers in the body of the email.

 4) Reimbursements to eligible ASEs and GSRs for dependent child SHIP premiums shall be processed subject to UCPath payroll and any other applicable deadlines, but no later than sixty (60) calendar days.