

Guide to Obtaining UHIP (University Health Insurance Plan)

The University Health Insurance Plan (UHIP) provides coverage comparable to that of OHIP for Ontario residents. UHIP is mandatory for all McMaster University students, employees, and dependents of students and employees who do not have OHIP coverage. For more information, visit: <http://uhip.ca/>.

Please complete the following steps to obtain UHIP:

Step 1:

- ✓ Go to Service Ontario (OHIP office) in person with all eligible dependents, to apply for OHIP coverage and obtain Proof of Eligibility.

Office Location for Service Ontario:

119 King Street West, 4th Floor, Hamilton, ON L8P 4Y7

Tel: 1-800-267-8097

Hours: Monday to Friday: 8:30am – 5:00pm

Closed public holidays

- ✓ You will need to take with you three separate, original identification documents (not photocopies or printouts of electronic documents):
 1. One that proves your Canadian citizenship or OHIP-eligible immigration status (e.g. Canadian birth certificate, Permanent Resident Card, Work Permit)
 2. One that proves you live in Ontario (e.g. lease agreement, Ontario Driver's License, a hydro/phone bill)
 3. One that supports your identity (e.g. letter of employment, credit card, passport from any country)

For more information, please visit: <http://health.gov.on.ca/en/public/programs/ohip>

Step 2:

- ✓ Call the FHS Human Resources office at 905-525-9140 Ext. 22207 to schedule an appointment to enroll in UHIP once you receive your OHIP eligibility form.

Step 3:

- ✓ Meet with the appropriate Human Resources representative.

Office Location for Faculty of Health Sciences Human Resources:

McMaster University, 1280 Main St. W., Room HSC 2J1A

Hamilton, ON L8S 4K1

You will need to bring the following documents to your appointment:

1. Application Form (will be completed in HR office)
2. OHIP Proof of Eligibility
3. Employment Authorization Form (Work Permit)
4. Passports for yourself as well as all eligible dependents
5. Letter of Employment
6. Personal cheque or cash for payment of UHIP (money orders not accepted)

Step 4:

- ✓ Once process is complete, use the top copy of the application form as Proof of Coverage. UHIP coverage cards will be sent electronically by email from the FHS Human Resources office