

UAR Number: 127.02
Title: Student International Identification Cards and Medical Insurance

Originator: Provost and Vice President for Academic Affairs

Initial Adoption: 4/14/1999

Revision Dates: 04/09/2010

Purpose: To outline procedures for students participating in MSU-sponsored study abroad programs to purchase the International Student Identity Card (ISIC)

Procedural References: Other - Advising Procedures
Scope (Who Is Covered By This UAR?): Morehead State University Students

Description:

Purpose:

All Morehead State University students participating in MSU-sponsored study abroad programs are required to purchase the International Student Identity Card unless a comparable or better insurance program can be documented. Medical insurance that is provided with this card fulfills minimum basic requirements for accidents, sickness, accidental death or dismemberment, emergency evacuation and repatriation. Additional benefits such as reduced admission costs to museums, etc. are described in the information booklet that will be received with the identification card.

Procedure For Students Participating In International Study:

The procedure for obtaining the international identification card is as follows.

1. At least five (5) weeks prior to the scheduled departure date, the individual administratively responsible for the University sponsored international travel will provide the Office of International Student Services with the estimated number of students who will be participating in the trip and the scheduled departure date.
2. The Office of International Student Services will notify the Office of Risk Management / Environmental Health and Safety of the estimated number of cards needed and the scheduled departure date.
3. The Office of Environmental Health and Safety will forward the appropriate number of applications for the international ID card to the Office of International Student Services who will distribute to the program administrator. The program administrator will provide

the applications to the students participating in the international travel program.

4. At least three (3) weeks prior to the scheduled departure date, the participating students will forward to the Office of International Student Services the following:
 - a. Completed application form,
 - b. Receipt from the MSU cashier documenting payment of the application fee,
 - c. One (1) passport-sized photo taken within the past year.

5. All required materials will be forwarded to the Office of Risk Management / Environmental Health and Safety. The Office of Risk Management / Environmental Health and Safety will make the ID cards. The completed international ID cards will be returned to the Office of International Student Services for distribution.

**Procedure For Students in Non-Study Program
International Travel:**

1. No less than five (5) weeks prior to the scheduled departure date, the student will provide to the Office of Risk Management / Environmental Health and Safety the following:
 - a. Completed application form,
 - b. Receipt from the MSU cashier documenting payment of the application fee,
 - c. One (1) passport-sized photo taken within the past year.

The Office of Risk Management / Environmental Health and Safety will make and distribute the cards to the students.

Approved by: Wayne D. Andrews, President Date: 8/17/2010