

November 7, 2008

Dear Doctoral Student,

Welcome to the New York State Health Insurance Program (NYSHIP). *As you may be aware, the Board of Trustees approved CUNY's participation in NYSHIP at its Executive Committee meeting held on July 21, 2008.* You are invited to enroll in benefits online through MyNYSHIP.

You are eligible to participate in the program if you are a matriculated doctoral student in a CUNY graduate program and simultaneously employed in one of the following Professional Staff Congress (PSC) represented titles:

Graduate Assistant A, B, and C  
Adjunct Instructor  
Adjunct Lecturer  
Adjunct College Laboratory Technician  
Non-teaching Adjunct I, II

Additionally, you must earn at least \$4,122 a year working as a Graduate Assistant or as an Adjunct at CUNY. In the Spring 2009 semester, you must earn half the annual minimum (\$2,061) to be eligible. The current bi-weekly premium is \$5.44 for individual coverage and \$46.25 for family coverage. Premiums are expected to rise modestly in 2009.

If you are employed at a Senior College, you will not be required to present proof of employment. However, Doctoral Students employed at a Community College, must be transferred to The Graduate Center payroll. Therefore, you will be required to present your appointment letter to the Provost's Office at The Graduate Center by either fax: 212-817-1612 or email: [provost@gc.cuny.edu](mailto:provost@gc.cuny.edu) in order to initiate the transfer. In the event you do not have your appointment letter, please contact the Provost's Office immediately at 212-817-7200.

Enclosed you will find instructions for enrolling online through MyNYSHIP. If you are currently on payroll, you must enroll by November 21, 2008, in order to have premium deductions begin on December 18, 2008. Deductions withheld from the December 18, 2008 & December 31, 2008 payrolls will cover premiums for insurance coverage effective January 1, 2009. If you enroll after November 21, 2008, retroactive deductions will be withheld from subsequent paychecks. Once you enroll online you will receive your benefits cards in the mail within 3 weeks. In the event that you cannot enroll online please contact the University Benefits Office at 212-794-5342.

If you are not currently on payroll and expect to be appointed on February 1, 2009, you will be notified of the enrollment process in future correspondence.

For additional information on the New York State Health Insurance Program you may visit [www.cuny.edu/doctoralstudenthealthplan](http://www.cuny.edu/doctoralstudenthealthplan).

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