How to Apply for a Health Insurance Waiver at UDC
Important Facts

- Fall enrollment/waivers cover an entire YEAR
- Spring waivers/enrollment are 6 months
  
  - Later Enrollment in the Plan requires a “Qualifying Event”
  - Students have 30 DAYS to enroll a spouse or child.
2. Read Procedures and Create a Pin

IMPORTANT NOTE: Click Register Now if you are waiving, enrolling or accessing your account for the first time. Select ANY 4 numbers for your PIN# and please retain for future access to your account information.

1. After you have registered, return to http://www.maksin.com/udc.aspx
2. Under Menu heading "Enroll/Waive", click on "Online Waiver form for UDC and CCDC"
3. Click on "College Group Name"
4. Click on "University of the District of Columbia"
5. Put in your email and pin number that you used when you registered
6. Enter the Waiver screen and put in your insurance information
7. Click Submit
8. Click Submit again
9. Save your confirmation number or print out the page for your records.
10. You can check on the status of your waivers by returning to the website and logging in using your email address and the pin you created.
Enter all information carefully

Create Account

College/Group
Name:
SSN:
(Optional) Example: 123-45-6789
First 2 Characters of Last Name:
Example: If last name is Smith, enter SM
Date of Birth:
(Optional) Example: MM/DD/YYYY
Student ID:
Email Address:
Example: abc@xyz.com
Confirm Email: 270
In the boxes below please type any 4 digit number. Please note that there are no special characters allowed.
PIN #:
Example: 1234
Confirm PIN #:
School/Policy Year:
Select one:
○ 2010/2011
○ 2009/2010
○ 2008/2009
CONTINUE CANCEL
Go back to main page and log in

Account Lookup

College/Group Name: University of the District of Columbia
School/Policy Year: 2010/2011
○ 2009/2010
○ 2008/2009
User Email Address: jdoe@udc.edu
Example: abc@xyz.com
PIN #: ******
Example: 1234

Register for a User Email & PIN #
Click REGISTER NOW if you are enrolling, waiving or accessing your account online for the first time.

IMPORTANT: Enrollment and eligibility are updated on a regular basis. Please allow processing time and contact your enrollment office with questions.

Disclaimer: The information on this page is private and intended only as payment information for the insured or policyholder. This information is subject to all policy provisions and changes due to NSF checks, declined credit cards or eligibility status.
Click Waive Online

Policy List

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>COVERAGE PERIOD</th>
<th>EFFECTIVE/TERMINATION DATES</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No Insurance Record Found</td>
</tr>
</tbody>
</table>

Click on "ID" above for the Policy you want to view.

IMPORTANT: Enrollment, eligibility, and waiver applications (if applicable) are updated on a regular basis. Please allow processing time and contact your enrollment office with questions.

CHANGE EMAIL ADDRESS  CHANGE PIN#  LOG OUT
**UNIVERSITY OF THE DISTRICT OF COLUMBIA Waiver Form**

Continuing students who received waivers in Fall 2010 DO NOT need to apply for another waiver. They should apply for another waiver in Fall 2011. Continuing students who were enrolled in the insurance may not now apply for a waiver. Only NEW spring students may apply for a waiver.

*Items that are italicized in green are optional entries.*

<table>
<thead>
<tr>
<th>Select the School Year:</th>
<th>2010/2011</th>
</tr>
</thead>
</table>

**Student's Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>UDC Student ID Number</td>
<td></td>
</tr>
<tr>
<td>SIS ID</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Are you an international student/scholar/graduate?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Waiver Policy Information (subject to verification)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Holder</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>01/01/2000</td>
</tr>
<tr>
<td>Termination Date</td>
<td>01/01/2001</td>
</tr>
<tr>
<td>Policy Number</td>
<td></td>
</tr>
</tbody>
</table>

Select Your Insurance Company from: 

- [ ] [ ] [ ] [ ]
Check info and submit!

**Confirm Your Waiver Information**

If you need to make corrections, click the back button on your browser and make the changes on the waiver form; otherwise, click the submit button to submit your waiver information.

**Student's Personal Information**

- **School Name**: UNIVERSITY OF THE DISTRICT OF COLUMBIA
- **School Year**: 2010/2011
- **Name**: Doe, Jane D.
- **Address**: 200, Florida Ave NW, Washington, DC 20009
- **Phone Number**: 202-555-5555
- **Student ID**: 55555555
- **Date of Birth**: 06/28/1958
- **Email Address**: jdoe@udc.edu
- **Int'l student/scholar/graduate?**: N

**Waiver Policy Information (subject to verification)**

- **Policy Holder**: Jane Doe
- **Relationship to Policy Holder**: self
- **Effective Date**: 01/01/2008
- **Termination Date**: 01/01/2015
- **Policy Number**: 0070218375
- **Insurance Company**: Aetna
- **Insurance Company Address**: H St. nw
- **Insurance U.S. Phone Number**: 202-555-5356
- **Policy Type**: individual

Submit
Next Steps:

- Print or save your confirmation number
- Check your email, including your spam box for a waiver denial or confirmation
- For other questions, visit:
  [http://www.udc.edu/hr/student_health_insurance.htm](http://www.udc.edu/hr/student_health_insurance.htm)
The process is NOT instantaneous

Maksin verifies the insurance, sends to IT, IT uploads the information to the student accounts, and then students should see a credit on their student account.

It can take around 6-8 weeks depending on the volume of students applying for waivers at any one time.