

# Adding Your Dependent into UHIP

## A Step-by-Step Guide

1. Before you start, please confirm your dependents' eligibility to be enrolled into UHIP. Dependents need to be enrolled within 30 days of their arrival in Canada.

2. Log into the UHIP portal: <https://sites.studentlife.utoronto.ca/uhip>

\*You will need to have activated your UTORid before being able to access the UHIP portal.

3. Once logged in select 'Dependents' from the top left-hand of the main page; and select 'Add a New Dependent'

4. Input the required information

\*Double check that you are putting in the correct date of birth

### Centre for International Experience

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Dependent(s)

**Add/Edit Dependent**

Given Name	<input type="text"/>
Surname	<input type="text"/>
Date of Birth (dd/mm/yyyy)	1 ▾ Jan ▾ 0
Relationship	-select- ▾
Gender	-select- ▾
Email	<input type="text"/>

Please note: This page is for dependent information only.

5. Press "Save"

**Now that you've added and saved your dependent information you need to add an application to enroll them into UHIP**

6. Select 'Dependent Applications'

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### UHIP Applications

[New UHIP Application](#)

7. Select 'New UHIP Application'

**From here you will be asked to mark off which of the dependent you have added need to be included under your UHIP.**

8. Mark off 'Select to Include' next to the dependent you are enrolling into UHIP.

#### New UHIP Application

Please select the name(s) of the dependent(s) you would like to enrol and upload scanned copy of your dependent's passport front page and date of entry to Canada.

Dependent	Relationship to Student	Gender	Date of Birth	Select to Include	Date of Entry to Canada/ Copy of Passport page with stamp of entry to Canada	Front Page of Passport
Katharine Lauder	Child	Female	01-Jan-1985	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
Raj Lauder	Spouse	Male	24-Apr-1978	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen

Press "Submit" to save your application and go to the appointment booking page.

9. Enter the date your dependent entered Canada and upload an image of the page in their passport with the date of entry stamp. Also, upload the front page of your dependent's passport.

10. After your application has been processed, you will receive an email from the UHIP portal informing you to complete your payment (through an online secure E-Commerce link)

11. After you have paid your dependent enrolment fee, your dependent information will be sent to Cowan insurance for activation

12. It may take up to one-week to activate their insurance coverage. You will receive an email from Cowan when your new UHIP card (with your insured dependents listed) is ready for you to download.

#### \*Dependent Refund:

Dependents can request to opt out of UHIP and receive a refund for the mouths unused if:

a) they have become eligible for OHIP or

b) they are no longer a resident in Canada **and** have requested a refund before the deadline of March 1<sup>st</sup>.

In these cases, please email us so they can fill out the Dependent Refund Form and email it to us for processing at [database.uhip@utoronto.ca](mailto:database.uhip@utoronto.ca).