

## **Guide to Obtaining UHIP**

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: [www.uhip.ca](http://www.uhip.ca).

### **Please proceed as follows:**

**Step 1:** Go to the OHIP office (in person, with all eligible dependants) to apply for OHIP coverage and obtain Proof of Eligibility.

#### **Office Location:**

119 King Street West, 4th Floor, Hamilton, ON L8P 4Y7; Phone: 1-888-376-5197

**Hours:** Mon, Tues, Wed, Fri: 8:30am - 5:00pm; Thurs: 8:30am - 6:00pm

Closed public holidays

You will need to take with you three separate pieces of identification as proof of the following:

- 1) **Canadian citizenship or immigration status:** passport, work permit, etc.
- 2) **Residency:** lease agreement, a hydro/phone bill, driver's license etc.
- 3) **Support of Identity:** letter of employment, credit card, record of landing etc.

For more information, link is <http://www.health.gov.on.ca/en/public/programs/ohip>

**Step 2:** Go to your desired bank to set-up a bank account and obtain cheques.

**Step 3:** Call the FHS Human Resources office at 905-525-9140 Ext. 22207 to schedule an appointment.

**Step 4:** Meet with the appropriate Human Resources representative.

#### **Office Location:**

1280 Main Street West, McMaster University, 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 dependants
- 5) Letter of Employment
- 6) Cheque(s) for Payment of UHIP

**Step 5:** Once process is complete, use the top copy of the application form as Proof of Coverage.

UHIP coverage cards will be sent electronically via email from the FHS Human Resources office in less than 1 week.