HOW TO ENROLL IN THE
STUDENT HEALTH PLAN AS
A VISITING SCHOLAR

- Purchased periods cannot be refunded once purchased
- You must always have a promo code when purchasing coverage
- The promo code changes on August 15th of every year
- Please be sure to follow the steps of the instructions very carefully. If you are having issues with enrolling, it is usually due to a missing a step in the instructions.

2. Click on “Click Here”, under the Visiting Scholar section.

3. If you are renewing your coverage or have already created an account, log in using the left side of the screen. Do not create a new account! Log in, hover over “Coverage”, select “Enroll in Coverage” and skip to step 5.
4. If you are new to SHP and enrolling for the first time, create a username and password to use for this account and enter it in the “Create a New Account” section on the right side of the screen.

Enter your 8-digit UK ID number (do not enter the first “9”). If you do not have a UK ID number, enter your 8-digit date of birth (MMDDYYYY) in this field.

Choose a username and password that you will remember as you will need this information each time you purchase coverage!

Enter your date of birth.
Click “Create Account”

5. Enter “vs2020” in the Promo Code field to gain access to the visiting scholar enrollment periods. Click “Apply”. 
6. Review the terms and conditions of this purchase. If you agree to those conditions, click in the box above “I understand and agree to the above conditions”.

7. Select “Visiting Scholar 2020-21”. Click “Next”.
8. You must read and agree to each statement by clicking the checkbox next to each statement. You will not be able to proceed without agreeing that you understand each statement. If you have questions, please ask prior to purchasing coverage.

9. Select the period that you wish to purchase.

You will NOT be automatically enrolled in future periods. It is your responsibility to renew your coverage.

You are permitted to purchase coverage periods for the entire amount of time that you are planning to be in the U.S., however, keep in mind that you cannot be refunded for any unused coverage periods. *Each period will be a separate transaction.

NOTE: Coverage periods online cannot be adjusted to match your arrival and departure dates. You must pay for the whole period, even if you only plan to use it for a few days. As a Visiting Scholar, you are required by the US State Department and University of Kentucky to have insurance during your entire stay in the United States.
10. If you are purchasing coverage for just yourself, you may click “Next” on the “Details/Pricing” page.

If you need to add a spouse or dependent to your plan, click on “Add Dependent” and enter their information and click “Submit Dependent”.

You will be required to submit verification of dependent eligibility. Acceptable documentation types can be reviewed on the Enrollment homepage of the AHP website.

11. Enter your local contact information. If you need to update this information later, call AHP at 1-855-856-2385.

If you do not have a UK email address, you may use any email address you check regularly.

If you do not have Social Security Number, click in the box that says you do not have one. If you one at a later time, you may call AHP at 1-855-856-2385 and have it updated.

Click “Submit Demographics”.
12. Double check to ensure that your order is correct.
   If it is correct, click on “Submit Order”. 

![Confirm Order](image)

13. Select whether you will be paying with a Credit/Debit Card or a Bank Draft (ACH) payment.

![Payment Submission](image)

Provide your payment type information and complete your order.

Click “Submit Payment”

If you have difficulty with processing your payment, contact AHP for assistance at 1-855-247-2273.

NOTE: It is common for banks to limit the amount of money you can charge in one transaction for one day. If your payment does not go through, call your bank to see if there is a transaction or daily limit causing your payment to fail. You can request that the bank allow your limit to be raised in order to complete this purchase.

When the payment is received by the company, you are finished!
Forward the email confirmation from AHP to your advisor as proof of your purchase.
RECEIVING YOUR INSURANCE ID CARD
Information about how to print/download your insurance card will be forthcoming at a later date. In the meantime, you will want to print the temporary coverage letter and use that as your proof of insurance any time that you receive medical services.

LEARN ABOUT YOUR PLAN
If you have any questions about this plan, consult the Plan Document at uky.myahpcare.com, or customer service at 1-855-856-2385. You also have access to the on-campus SHP office via studenthealthplan@uky.edu.