



AMERICAN
UNIVERSITY
OF BEIRUT

Medical Record, NSSF, and HIP

Medical Record

All new undergraduate and graduate students are required to submit a complete medical record, including vaccination records, to the University Health Services (UHS) and finalize their medical clearance before registration.

Upon acceptance to AUB, students are required to start the medical clearance process by following the steps below:

- > Download the Entrance Student Medical Record from:
http://www.aubmc.org.lb/clinical/FM/Documents/student_medical_record.pdf
- > Complete, sign, and stamp by the students' personal physician or a physician at the AUBMC Family Medicine clinics, which is located in Wassef and Souad Sawwaf Building on Clemenceau Street (phone: +961 1 35 00 00 - Ext. 3000). Students should not forget to take their vaccination records to the physician's visit.
- > Activate their AUB net account and complete the necessary information, including immunization and other medical history, and upload the Student Medical Record form using the following link: <http://uhs.aub.edu.lb>. Students may scan or take a snapshot of the signed form using their phone, provided that the document is readable.

If the submitted form is declined by UHS, an automatic email will be sent to the concerned student. Students will be responsible for updating the vaccination with their personal physician and resubmitting the form.

Old returning students need to update their medical record by contacting UHS at +961 1 35 00 00 - Ext. 3015 or 3013.

All medical records are confidential.

For more information, please contact the University Health Services at +961 1 35 00 00 - Ext. 3015 or 3013, Monday to Friday, from 8:00 am to 5:00 pm.

Students may also visit UHS for all their health concerns (sickness, medical conditions, immunization, medical advice etc.).

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF (National Social Security Fund) is mandatory by law for all Lebanese and French students, except freshmen and students over 30 years of age. Non-Lebanese students are not eligible to join.

All new students, as well as returning students who have been absent from AUB for several terms and meet the above eligibility criteria, are required to complete the NSSF declaration form in person at the Office of the Registrar window, according to the deadlines circulated to students.

Please read the following carefully before filling out the form:

A- Students who already benefit from NSSF:

- > Students who benefit from one of their parent's NSSF, or
- > Students who are employed and have their own NSSF number must submit a certificate showing their NSSF number or that of their parents so that the fee can be refunded. The fee is non-refundable after the deadline.

B- Students who do not benefit from NSSF:

- > Students who do not benefit from one of their parent's NSSF, or
- > Students who are not employed must submit a family registration form إخراج قيد عائلي or copy of their National Identity Card to become enrolled in NSSF and receive their own NSSF number.

Note: AUB staff dependents must also declare.

Health Insurance Plan (HIP)

The Health Insurance Plan (HIP) provides medical and hospital coverage to the AUB community, including academic and non-academic staff, retirees, students, and IC staff and their families.

- > Second-class health care coverage is mandatory for all students throughout their years of study at AUB. Therefore, any new or continuing student registered for at least 6 credit hours is automatically enrolled in the Health Insurance Plan (HIP). However, students may be exempted from enrolling in HIP if they provide proof of coverage by another healthcare insurance provider.
- > HIP members are required to exclusively use the medical services of the AUB Medical Center (AUBMC). Student HIP coverage is limited to medical care within Lebanon only.
- > A 'student' is defined as a person registered for a course of study at the university, whether working towards a degree or not, on either a full-time or part-time basis. Auditors are not considered students.
- > While registered, PhD students are eligible for HIP until they complete their degree.
- > Graduate students registered for a thesis are eligible to continue HIP coverage for a period of two consecutive years only.
- > Students who register at the beginning of the first term are covered by HIP for twelve months, provided they do not graduate, withdraw, or become suspended and/or dropped from the university. HIP fee charges per term are announced annually by the AUB Benefits Office.
- > Students who register at the beginning of the second term are covered until August 30 of the same year, provided they do not graduate, withdraw, or become suspended and/or dropped from the university.
- > Students who register at the beginning of the summer term are covered until August 30 of the same year. Summer coverage is strictly limited to services provided by AUB Medical Center (AUBMC).
- > During the fall and spring terms only, students who are not on campus or outside the vicinity of the AUB Medical Center may seek care at the nearest medical service provider in case of emergency. Reimbursement of the bill will not exceed 80 percent of AUBMC rates.
- > Eligible married students may enroll their spouse and children who are living with them in Lebanon at the regular second-class rate, provided they remain duly registered at the university and are HIP members.
- > Unlike other HIP members, students are not charged co-payment or cost-sharing applied by the plan to outpatient services.
- > Students will be covered by HIP from the beginning of a specific term, provided registration and payment of fees are completed. Coverage ends 48 hours after graduation or upon leaving the university due to withdrawal or being dropped from the university.

Note: These guidelines are provided as a summary for convenience only. They do not define, alter, or limit the official provisions of the plan.



AMERICAN
UNIVERSITY
OF BEIRUT

Medical Record, NSSF, and HIP