Verifying your dependent as a full-time student

When you're ready

1. Log into bswift
2. Click "My Profile" in the top navigation menu
3. Click "Employee File" in left navigation menu
4. Click the blue link "View and Upload Documents" at the top
5. Select the appropriate document type you're uploading

Why is this important?

Dependent children age 21-25 must be full-time students to qualify for dental, vision and/or child life insurance coverage. Your dependents will lose these benefits coverage without proper verification.

Which documents are needed?

The **school letter from the Registrar's Office** is recommended. Or you can send these other documents together:

- Paid tuition bill or Bursar's bill; <u>and</u>
- Transcripts or class schedules

Note: The **paid tuition bill** must clearly indicate that the student is enrolled full-time. A paid bill without confirmation that the enrollment is full-time will not be accepted.

Note: **Transcripts or class schedules** must have the student name and indicate that they are enrolled in classes full-time in the semester.

Make sure this information is listed

1. Your dependent's name
2. The school or institution name
3. An official letterhead from the school or institution
4. The semester and year
5. The dates of enrollment (e.g., 6/1 – 12/31)
6. Number of credits for full-time student status:
   - Undergraduate = 12 or more credits
   - Graduate = 9 or more credits