Step 1: Visit [http://www.haylor.com/college-students/](http://www.haylor.com/college-students/) Under the **Select Your College/University** tab, type in your campus name and then click on the orange magnifying glass to submit.

Step 2: You are now on your university’s specific landing page. Click on the **Waive** tab under **Student Health**.

Step 3: You will now be sent to the screen below. Enter your last name and student ID # and select **Login**.
Step 4: Please ensure your primary health insurance policy that you are using to waive the SUNY International Student Health Insurance Policy meets SUNY’s requirements listed on this screen below. If your primary health insurance meets this criterion, please proceed by clicking that you agree with the terms and conditions, and submit.
Step 5: Answer all of the questions on the Student Information Tab (the next 3 screen shots below demonstrate the information that is collected on the Student Information tab.) Please note you cannot proceed without completing all fields. At the bottom of this page, you must upload a copy of the front and the back of your health insurance ID card that you are utilizing for your waiver. Lastly, click submit.
Next Steps: After your waiver has been submitted, please allow Haylor, Freyer, & Coon, Inc. and SUNY 5-10 business days to approve or deny your waiver. You will receive an email confirmation within that time period that states if your waiver has been approved or denied.
Have a question about the online waiver process? Want to create access/remove access for your campus to our online waiver platform? Please contact Haylor, Freyer, and Coon’s servicing team:

**Christian Claps, Account Manager**  
Email: cclaps@haylor.com  
Office Phone: (315) 703-9158  
Facsimile: (315) 362-5704

**Tonya Erhart, Account Manager**  
Email: terhart@haylor.com  
Office Phone: (315) 703-2149  
Facsimile: (315) 703-7673

**Jim McGarvey, Account Manager**  
Email: jmcgarvey@haylor.com  
Office Phone: (315)703-3239