

**Universidad de Puerto Rico  
Recinto de Río Piedras  
Decanato de Estudiantes  
Departamento de Servicios Médicos**

**INSTRUCTIONS**

You will receive the medical health plan card to your postal address. In case you need medical assistance before the card arrives, you need to request a medical health plan certification. Please follow the steps below.

**In case of a medical emergency, medical appointment or purchase of medication, please notify.**

**INDIVIDUAL STUDENT**

1. Complete the Activation request and coverage changes
2. Attach a copy of the payment of the medical health plan with the seal of the Oficina de Recaudaciones.
3. Send both documents to [myrna.guzman@upr.edu](mailto:myrna.guzman@upr.edu)

**FAMILY GROUP**

1. Complete the Activation request and cover changes.
2. Complete the Family Plan Application (only the first semester with the family plan)
3. Please include marriage certificate and certificate(s) of birth of all family members, except the student.
4. Attach a copy of the payment of the medical health plan with the seal of the Oficina de Recaudaciones.
5. Send both documents to email [myrna.guzman@upr.edu](mailto:myrna.guzman@upr.edu)

The health plan card will be sent to the address provided to the Admissions Office or Registrar Office, except for cases with an address outside of Puerto Rico. If you have an address outside of PR, please complete the Activation request and coverage changes including a PR postal address, and send it to [myrna.guzman@upr.edu](mailto:myrna.guzman@upr.edu). Also, make the change of address with the Registrar's Office (you must do both steps). This also applies to the change of social security number.

The medical plan covers students from the first day of classes until the day before the next semester. That is, they are covered during the vacation period.

If you need additional information, you can contact me at (787) 763-6233, 787-764-0000, 86562 or my email [myrna.guzman@upr.edu](mailto:myrna.guzman@upr.edu).