

International Student Insurance Claim Procedure

September 2010

1. **Department:** The International College (IC)
2. **Purpose:** To assist international students in applying for insurance claim when they encounter accidental injuries.
3. **Ordinance basis :**
 - ▶ Asia University regulations for student insurance
 - ▶ Student insurance contract
4. **Procedure :** International students apply for insurance claim.
5. **Explanation:**
 - ▶ Applies to international students who have completed the registration and have student insurance.
 - ▶ Except for emergency ward, circumstances requiring medical treatment resulted from illness or emergency (including disability and death) are covered during the period of the insurance.
 - ▶ Medical certificate and medical receipts are required for insurance claims.

Work flow:

