

## **RENEWAL OF WORK PERMITS/STUDENT AUTHORIZATIONS FOR MSP**

**Please note that copies of work permits/student authorizations must be submitted to Human Resources.**

MSP Medical Coverage expires at the end of the month in which a Work Permit or Student Authorization expires. If they are renewed, coverage will only be reinstated once MSP has received a copy of the new documents. Medical coverage will be reinstated:

- (a) If the renewal date is the day immediately following the expiration of the previous permit/authorization or is before the end of the month in which the permit/authorization expires, then there will be no break in MSP coverage. Once HUMAN RESOURCES receives the new document, coverage will be reinstated retroactive to the document renewal date and any medical costs incurred before the document was received will be reimbursed by MSP.
- (b) If the document renewal date is not effective the day immediately following the expiration of the previous work permit and MSP coverage has expired, there are three possible outcomes.
  - (i) MSP coverage will be effective as of the work permit renewal date and will not be reinstated retroactively;
  - (ii) MSP may require the individual to serve another three-month waiting period thus delaying the effective date; or
  - (iii) MSP coverage will be effective as of the date immediately following the expiration of the previous work permit.

The possible outcomes are decided on a case-by case basis by MSP

It may take as long as 90 days for MSP to process your reinstatement. Medical coverage will normally not be active during this time, therefore you are responsible for any medical expenses incurred during this time. Once coverage has been reinstated you may submit copies of your receipts together with a covering letter either by fax or mail to:

MSP  
Box 9480  
Victoria, BC V8W 9E7

Fax 250-405-3593

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