






















# DukeHub

## Forms and Requests

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-  Forms & Requests 
- Health Insurance
- Student Recreation Fee
- Work Experience
- Duke Alumni Network

## Health Insurance

All students are required to carry health insurance. You can select either Duke provide health insurance or provide proof of your own coverage.

### Health Insurance

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Insurance Coverage

Coverage Period: Academic Year 2021 (Full Academic Year)

**i** All students are required to maintain adequate medical insurance during their enrollment at Duke University. You must complete the insurance steps on the next page.

Please complete the steps on the following page prior to **September 15**, otherwise you(r):

- Will be automatically enrolled in the Student Medical Insurance Plan (SMIP) for the period from August 1 of this year to July 31 of next year.
- Insurance charge will remain on your Bursar account.
- Will receive your enrollment information and card AFTER September 15.

For details on plan benefits or the cost of coverage, visit the [Student Health Website](#). Answers to frequently asked questions may be found at [SMIP FAQs](#).

Please click the "Next" button below to continue.

Next

### Health Insurance

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Insurance Coverage

Coverage Period: Academic Year 2021 (Full Academic Year)

**i** Please choose one of the following options by clicking the appropriate push button below:

- ENROLL If you decide to enroll in SMIP instead of utilizing your current insurance.
- WAIVE If you decide to waive insurance you will need to complete the "My Current Insurance Plan or Policy" in the next step.

For questions and information on Duke Student Health Insurance, visit [SMIP FAQs](#). If you answer is not found, you may email [insurance@studentaffairs.duke.edu](mailto:insurance@studentaffairs.duke.edu) or [click here](#).

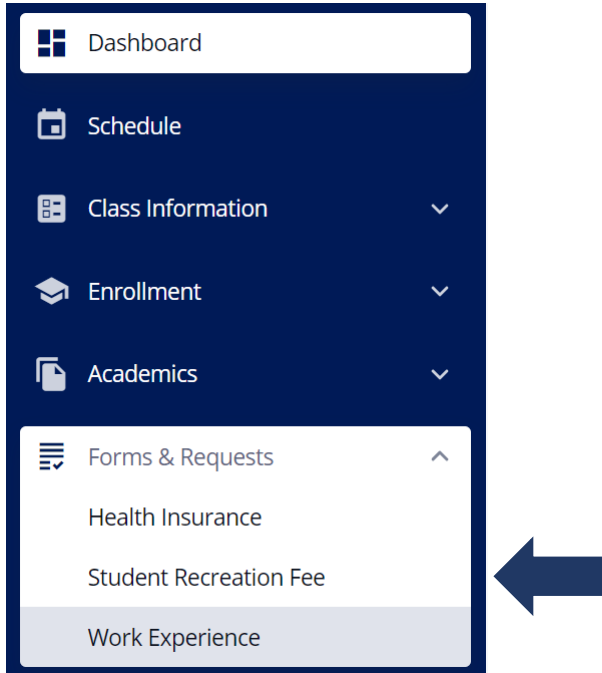
Please click one of the buttons below to continue.

[Msg Set 29700, Nbr 48]

Enroll Waive

## Student Recreational Fee

If Graduate PhD Students after their 5th year at Duke want to access the gym, they must use the process below to opt in. This will add the gym membership charge to their Bursar account.



Select either Yes or No to have the Gym Fee appear on your bill. Then click Submit.

### Student Optional Recreation Fee

As a returning graduate student, you will need to indicate whether you want to pay the Optional Student Recreational Fee for the term shown below.

You must elect to pay the fee if you want access to recreational facilities on campus. The fee for the term indicated is \$158.00.

Please note that the fee is not pro-rated, and once you elect to pay the fee the charge is non-refundable.

(29700, 61)

<b>Term:</b> 2021 Sprng	Yes, I want to pay for the Recreational Fee. (29700, 62)	<input type="radio"/>
	No, I do not want to pay this fee. I acknowledge I will not be able to use the recreational facilities. (29700, 63)	<input type="radio"/>

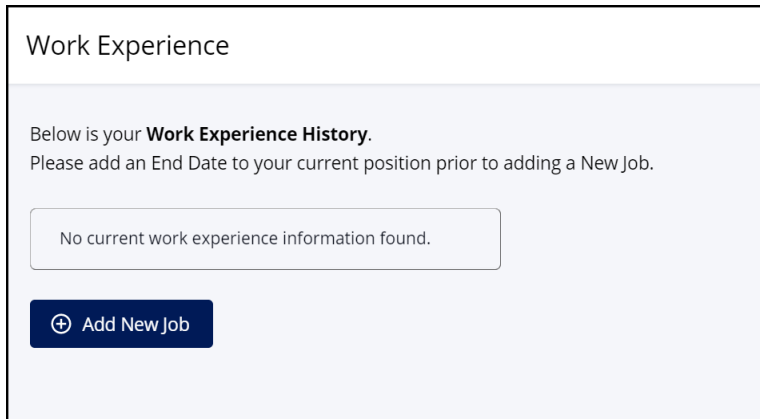
## Work Experience

In certain circumstances, your school might ask students to complete a Work History. If you are instructed to do so, click the Work Experience link.



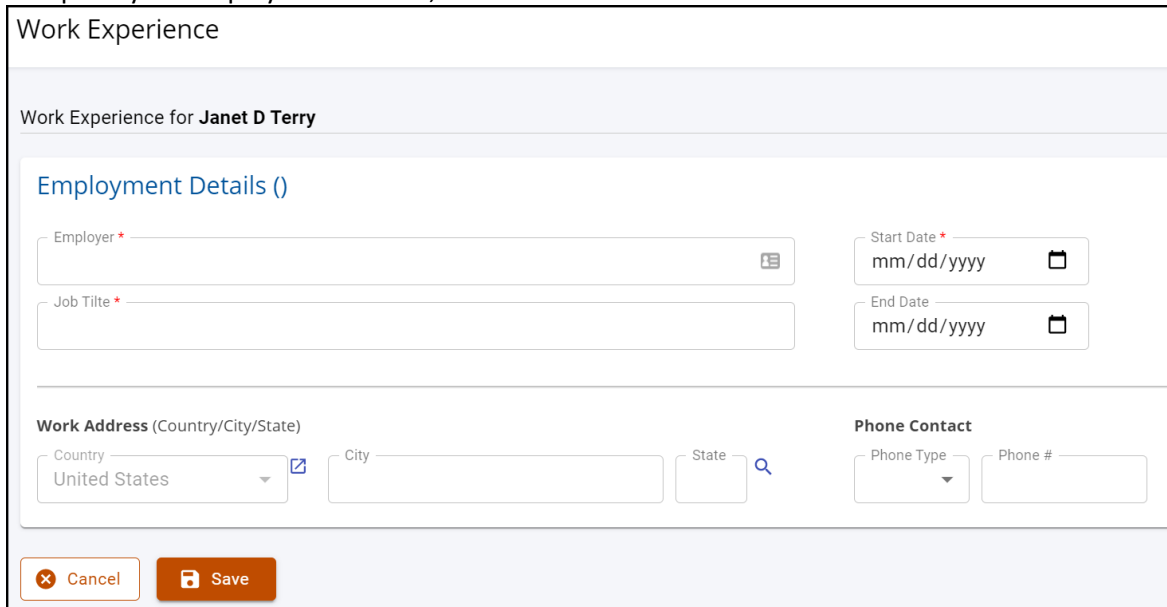
A screenshot of a navigation menu. The menu items are: 'Forms & Requests' with a dropdown arrow, 'Health Insurance', 'Student Recreation Fee', and 'Work Experience' with a checkmark. A blue arrow points to the 'Work Experience' item.

Click the Add New Job button.



A screenshot of the 'Work Experience' page. The title is 'Work Experience'. Below it, the text reads: 'Below is your **Work Experience History**. Please add an End Date to your current position prior to adding a New Job.' A box contains the message: 'No current work experience information found.' At the bottom, there is a blue button with a plus sign and the text 'Add New Job'.

Complete your Employment Details, and then click Save.



A screenshot of the 'Work Experience' form for Janet D Terry. The title is 'Work Experience'. Below it, the text reads: 'Work Experience for **Janet D Terry**'. The form is titled 'Employment Details ()' and contains the following fields: 'Employer \*' (text input), 'Job Title \*' (text input), 'Start Date \*' (calendar icon, format mm/dd/yyyy), 'End Date' (calendar icon, format mm/dd/yyyy), 'Work Address (Country/City/State)' (Country dropdown: United States, City text input, State dropdown), and 'Phone Contact' (Phone Type dropdown, Phone # text input). At the bottom, there are two buttons: 'Cancel' (with a red X icon) and 'Save' (with a floppy disk icon).