



UNIVERSITY CALIFORNIA EDUCATION ABROAD PROGRAM (UOEAP)

## How to Complete the Accident and Sickness Claim Form/Global

### IMPORTANT NOTES

There is no time limit for submitting claims, but the sooner you mail the completed claim form, the sooner AIG can reimburse you. AIG's claim services processing time is about six weeks after receipt of the claim. A reimbursement check will be mailed to your permanent home address in the US, unless you request otherwise.

It is helpful to translate doctors' notes and diagnoses into English. The purpose for the visit must be clear to the AIG claims examiner. It is not necessary to provide a detailed translation—mainly, names of prescription drugs, and doctors' diagnoses.

***AIG will convert the foreign currency into US dollars at the time the claim is paid.***

Keep photocopies of all documentation submitted in case the claim gets lost.

### INSTRUCTIONS

1. The [Accident and Sickness Claim Form/Global](#) must be used when filing a claim for reimbursement of medical expenses.
2. Section A must be completed by the student in full.
3. The completed claim form should be attached to fully itemized bills showing the claimant's name, nature of illness or injury, and description and charge for each service provided. Copies of receipts are acceptable but the originals are preferred.
4. The claim form must be signed and dated in all applicable sections.
5. The completed claim form and supporting documentation must be mailed to either the AIG address shown on the claim form, or to Hendricks-Hodgkiss Co., 3600 Wilshire Blvd., suite 1910, Los Angeles, CA 90010.

### INSURANCE FORMS

The following insurance forms are available online:

- [Accident and Sickness Claim Form/Global](#)
- [Request for Extension of Insurance Coverage](#)
- [EAP Gap Form](#)