

[Date]

BC Medical Services Plan – Health Insurance BC
PO Box 9035
Stn Prov Govt
Victoria, BC, V8W 9E3

To Whom It May Concern:

RE: Request for extending BC Medical Services Plan coverage

I am an international student at the University of British Columbia and would like to request an extension of my BC Medical Services Plan (MSP) as I recently received an extended study permit. I'd like to also request that my family members' BC MSP be extended.

I would like to request continuous coverage of our BC MSP as we applied to extend our immigration documents before our BC MSP and immigration status expired.

Our information is as follows:

- **Bora, Suki** (myself)
 - PHN: 1234567890
 - DOB: Jan. 12, 1979
 - Immigration document: study permit (expiry date July 31, 2022)
- **Bora, Juana** (my spouse)
 - PHN: 0123987654
 - DOB: Nov. 18, 1981
 - Immigration document: work permit (expiry date July 31, 2022)
- **Bora, Andrew** (my child)
 - PHN: 1234056789
 - DOB: July 2, 2001
 - Immigration document: visitor record (expiry date July 31, 2022)
- **Bora, Sahar** (my child)
 - PHN: 1239870654
 - DOB: September 8, 2011
 - Immigration document: visitor record (expiry date July 31, 2022)

Please find enclosed copies of our immigration documents.

Should you require any further information about me or my family members, please contact me. Thank you for considering my request.

Sincerely,

Suki Bora
1455 West 7th Ave.
Vancouver, BC V6T 1G3

Note the sample letter includes:

- The date
- Your (and family members', if applicable) legal first name and last names
- Your (and family members', if applicable) 10 digit Personal Health Number (PHN) with MSP
- Your (and family members', if applicable) date of birth (DOB)
- Type and expiry dates of extended immigration document for you (and family members, if applicable) e.g. study permit, work permit, visitor record.
- Your request to continue coverage under BC MSP from the date your BC MSP may have stopped or expired. This will result in you being required to pay for the BC MSP monthly premiums for the months in which you held implied status.
 - For example, if your study permit and BC MSP expired on July 31, 2017 but you applied to extend your study permit on July 1, 2017 and received your extended study permit on September 30, 2017, you may be eligible for implied status and therefore, can request your BC MSP coverage to continue from August 1, 2017 onwards. This will mean that your monthly premiums will be reinstated from this date. Note: Any medical expenses incurred during your implied status may be eligible for reimbursement only up the fees that BC MSP will normally pay for.
 - If you would not like to continue BC MSP coverage, then please be sure to request in your letter that your BC MSP take effect from the date of processing.
- Your mailing address
- Your email address
- Your phone number
- A reminder to send copies of your (and family members', if applicable) immigration documents along with this letter to BC MSP