

[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 BC Medical Services Plan temporary coverage**

I am an international student at the University of British Columbia and I would like to request BC MSP temporary coverage while I hold maintained status. I would like to also request BC MSP temporary coverage for my family members who are accompanying me in Canada and who also hold maintained status.

We submitted an application to Immigration, Refugees and Citizenship Canada (IRCC) requesting the extension of our immigration documents before our current BC MSP and immigration status expired.

Our information is as follows:

- **Doe, Jane** (myself)
  - PHN: 1234567890
  - DOB: September 17, 1981
  - Current immigration document: study permit (expiry date: June 30, 2022)
  - Immigration extension application received by IRCC: June 1, 2022
- **Doe, John** (my spouse)
  - PHN: 0123456789
  - DOB: March 8, 1975
  - Current immigration document: work permit (expiry date: June 30, 2022)
  - Immigration extension application received by IRCC: June 1, 2022
- **Doe, Enola** (my child)
  - PHN: 1234506789
  - DOB: June 21, 2010
  - Current immigration document: visitor record (expiry date: June 30, 2022)
  - Immigration extension application received by IRCC: June 1, 2022

We are submitting as part of the request for MSP temporary coverage, confirmation from Immigration, Refugees and Citizenship Canada (IRCC) that our application to extend our immigration status has been received before the expiry of our current immigration documents.

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

Thank you for considering my request.

Sincerely,

Jane Doe  
103-25 Lake Street  
Vancouver, BC V5R 3R5  
[jane.doe@ubc.ca](mailto:jane.doe@ubc.ca) / 604-555-5555

**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 current immigration document for you (and family members, if applicable) e.g. study permit, work permit, visitor record
- Date when your application to extend your immigration status has been received by IRCC (and family members, if applicable)
- Your request to temporary coverage under BC MSP from the date your BC MSP may have stopped or expired. This might result in you being required to pay for the health-care fee that would be applicable (charged for study permit holders) for the months in which you hold maintained status.
  - For example, if your study permit and BC MSP expired on June 30, 2022 but you applied to extend your study permit on June 1, 2022, and you receive your extended study permit on September 30, 2022, you would be under maintained status from July 1, 2022 to September 30, 2022. Therefore, you could request BC MSP temporary coverage from July 1, 2022 onwards. This will mean that any health-care fee that is applicable, might be reinstated from this date.
  - Note: Any medical expenses incurred during your maintained status may be eligible for reimbursement only up the fees that BC MSP will normally pay for.
- Your mailing address
- Your email address
- Your phone number
- A reminder to send a copy of your (and family members, if applicable) IRCC submission confirmation letter (PDF) confirming that IRCC received your immigration application along with this letter to BC MSP.