



ASHI Application Checklist

WHERE AND HOW TO SUBMIT YOUR APPLICATION:

- **UNHQ STAFF:** Directly to the UN Health and Life Insurance Section (HLIS) (ashi@un.org).
- **MISSIONS/FIELD OFFICES:** Through your respective Human Resources Offices with a copy to the UN HLIS (ashi@un.org).
- **UNDP, UNICEF, UNFPA, UN WOMEN, UNOPS NEW YORK AND INTERNATIONAL STAFF:** Through your respective Human Resources Offices. Please also include the following:
 - Your last two full salary pay slips
 - Your passport data pages
 - Passport data pages for all eligible dependants
- **STAFF MEMBERS FROM AFFILIATE ORGANIZATIONS WHOSE ACTIVE INSURANCE IS NOT ADMINISTERED BY UN HLIS:** Through your respective Human Resources Offices. Please also include the following:
 - Your last two full salary pay slips
 - Your passport data pages
 - Passport data pages for all eligible dependants
 - Insurance participation certification, signed by the HR Office, stating contract types and dates of contributory participation in a UN health insurance plan

**Please Note: All staff must have personal data, including dates of birth and name changes, verified with and, if necessary, corrected by their respective HR offices.*

***Please Note: All staff deferring their retirement benefit (pension) must submit a benefit estimate statement from the pension fund. The benefit estimate must include the deferred retirement benefit.*

****Please Note: The decision to defer the retirement benefit does not apply. That process does not generate a deferred retirement benefit estimate.*