

Registration Process for the Registration of Domestic Partnership of Carnegie Mellon University Students

Carnegie Mellon University extends benefits to partners of students. Eligible students may elect benefits for their domestic partners by following the registration procedure. If your relationship meets the criteria listed at right, your partner is eligible to receive health insurance benefits and a Carnegie Mellon University ID Card.

Registration Information

1. A student must complete the Registration Statement of Domestic Partnership of Carnegie Mellon University Students. To be eligible, both parties must acknowledge that they meet the Carnegie Mellon definition of a Domestic Partner Relationship.

2. Please note that the registration form must be notarized. Please do not sign the form until you appear before a notary. As a courtesy, there are [notary services available on campus](#) to assist you BY APPOINTMENT ONLY, or you may seek the assistance of any commissioned notary. A personal appearance and valid ID are always required of both parties signing this form.

3. Once completed, the Registration Statement and documentation supporting the eligibility of the domestic partnership must be presented and will be reviewed by the Office of Student Affairs, 3rd Floor Warner Hall. Documentation supporting three of the seven options in Eligibility #6 must be provided.

4. By providing a copy of the signed and approved registration form and a completed ID Request Form obtainable at www.cmu.edu/hub/forms/ESG-IDREQUEST.pdf, Carnegie Mellon ID Cards for qualifying partners can be purchased at The HUB, Warner Hall Basement,

5. Once approved, students electing to register their domestic partners for health insurance benefits must provide a copy of the Registration Statement with the signature from the Office of Student Affairs to the Student Health Service Office.

Termination of Relationship

Should the domestic partnership become terminated for any reason, the student must file a Domestic Partnership Termination Form and return the form to the Office of Student Affairs. The student must fill out a separate health insurance change form at the Student Health Service Office in order to have the partner removed from insurance coverage. The premium is then adjusted accordingly.

Eligibility

Carnegie Mellon defines a domestic partnership as a relationship between a Carnegie Mellon student and another individual that meets all of the first five (5) numbered criteria below and at least three (3) of the lettered criteria in number six:

1. Both parties are 18 years of age or older and are able to contract at time of registration.
2. Neither party is legally married to nor the domestic partner of any other person.
3. The parties are not related by blood to a degree that would bar marriage in the Commonwealth of Pennsylvania.
4. The relationship has been entered into voluntarily, willingly, and without reservation.
5. The partners have been in a committed relationship as a couple for at least twelve (12) continuous months prior to registration of the domestic partner relationship. The relationship is intended to continue indefinitely.
6. The relationship includes mutual support, mutual caring and commitment, and mutual responsibility for each other's welfare in the nature of a domestic partner relationship, and at least three of the following circumstances exist:
 - a. Joint lease, deed, or mortgage agreement;
 - b. Designation by the Carnegie Mellon student of the other party as primary beneficiary on a life insurance policy or retirement contract;
 - c. Designation as the primary beneficiary in the student's will;
 - d. Must have entered into a reciprocal, durable power of attorney for health care (authorizing the partner to make medical decisions in the event of incapacity), as well as financial power of attorney in the event of incapacity;
 - e. A "relationship contract" must be executed which obligates each of the parties to provide for the other party and provide, in the event of the termination of the relationship, for a division for any property jointly acquired during the relationship.
 - f. Joint ownership of a motor vehicle, joint checking account, or joint credit account;
 - g. Mutual legal responsibility for the care of a child.