

## **Self-Enrollment Checklist**

The Self-Enrollment portal lets participants of an international education program enroll themselves directly in the customized group insurance plan created for the institution sponsoring their program (with a valid credit card). If your program is already enrolling you in the insurance, you should not sign up for coverage using this portal.

Upon successful completion of self-enrollment, you will receive an email from "CISI Enrollments" containing your personalized ID card and other policy documents.

Enrolling in the plan is simple. Just follow the instructions below. ***Please be sure to read all instructions carefully.***

### **To Get Started...**

1. Go to the following link: <http://www.culturalinsurance.com/selfenrollment/carleton-se>

**NOTE:** This link will take you the correct page and your sponsor code will automatically be pre-populated after confirming your eligibility.

### **Confirm Your Eligibility**

- You must certify that you are eligible for the group insurance plan by accepting the stated terms and conditions of the policy prior to moving on to the next screen.

***IMPORTANT NOTE:*** All completed enrollments can be verified by program administrators. Students, faculty, and staff not affiliated with an education abroad program or university-related business abroad are not eligible to apply for the coverage. Dependents of eligible members cannot use the Self Enrollment portal to enroll in coverage. Please obtain a Dependent Enrollment Form from your program if applicable.

### **Enter Your Sponsor Information**

- IMPORTANT:** The group sponsor code should already be pre-populated. If it is not, please enter the following program-specific code: CARLETON-SE
- Coverage Start/End Dates: This is the date of your program, from departure to arrival back home. The earliest your coverage can begin is two days from now.
- Study Abroad Location: This is the main country where your program is located. If you are attending a program in Rome, for example, you should only select "Italy" as your destination even if you think you might travel to other countries during the program. Please note that if you are traveling to Cuba, you must provide CISI with additional documentation (please contact your program for more information). After selecting your location, click "Next" to continue.

### **Review the Plan**

- The premium for your trip will be automatically calculated based on the coverage dates you provide.
- Please review your coverage dates and premium and click "Next" to continue.

### Entering Your Personal Data

- Please enter your first and last name as it appears on your passport as well as your gender.
- Please provide an email address where you would like to receive your policy information and a phone number where you can be reached if there are problems processing your application and in case of emergencies.
- The address you provide should be the main address where you receive mail.
- Please enter in the name of your program if applicable (but keep this limited to less than 50 characters).
- Your Participant ID number is your student ID number. This field is not required.
- Click "Next" to continue.

### Payment

- Please enter the billing address associated with your credit card or click "Same as contact address" if applicable.
- After entering in your credit card details, you must check the box at the bottom of the page in order to proceed.

### Confirmation

- Upon successful enrollment, please print the confirmation page for your records as well as your ID card (available by clicking on the appropriate link at the bottom of the confirmation page). Make sure you put the ID card in your wallet and keep it with you at all times.
- Your new ID card and materials will also be sent as PDFs to the e-mail address you provide. **Depending on your email system and spam settings, there may be a delay in getting this information. Because of this, it is strongly recommended that you print your confirmation page and ID card from the enrollment website.** Both the Self Enrollment confirmation page and the CISI email contain information on how to access the CISI Participant Portal. The Participant Portal contains travel resources and links and can be used for accessing your ID card if you lose it while abroad.