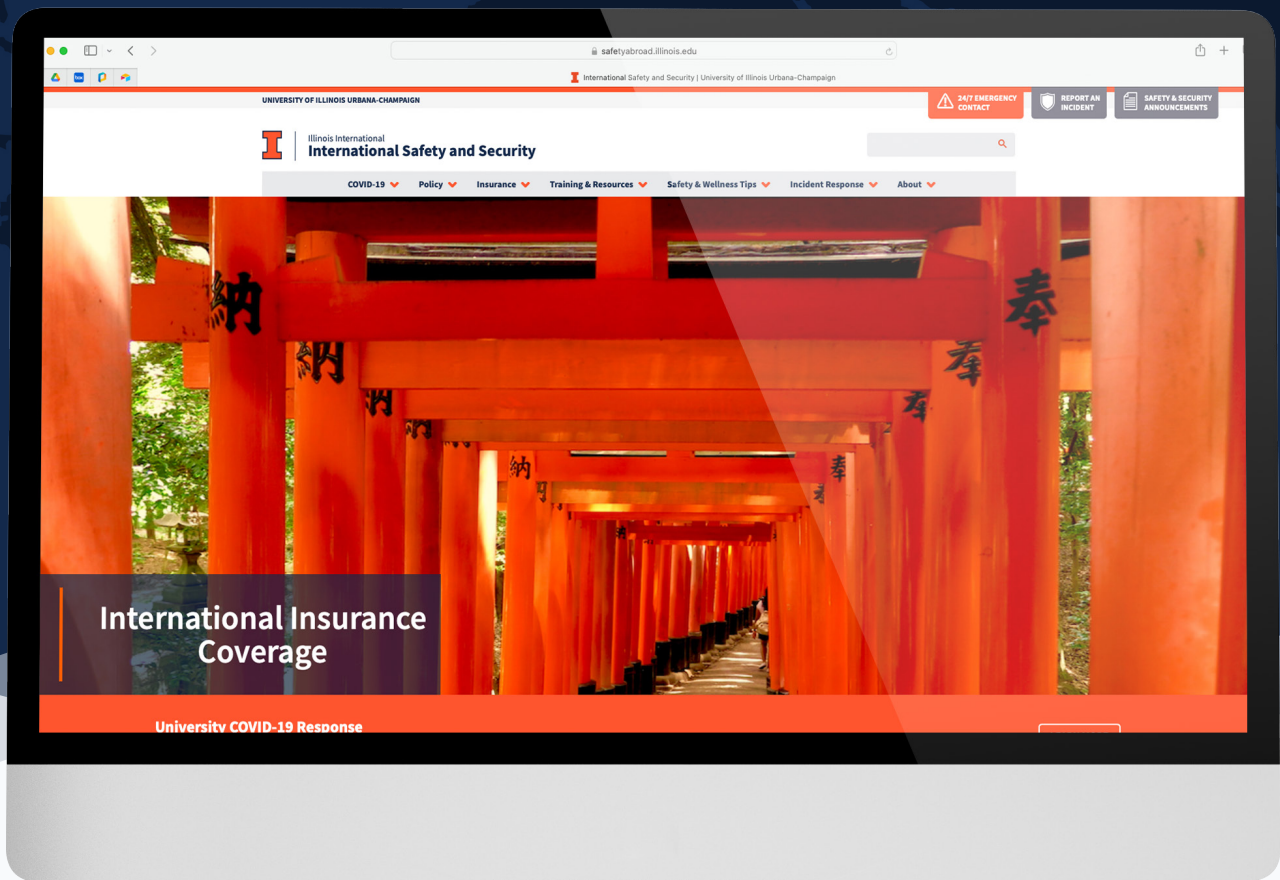## International Safety & Security
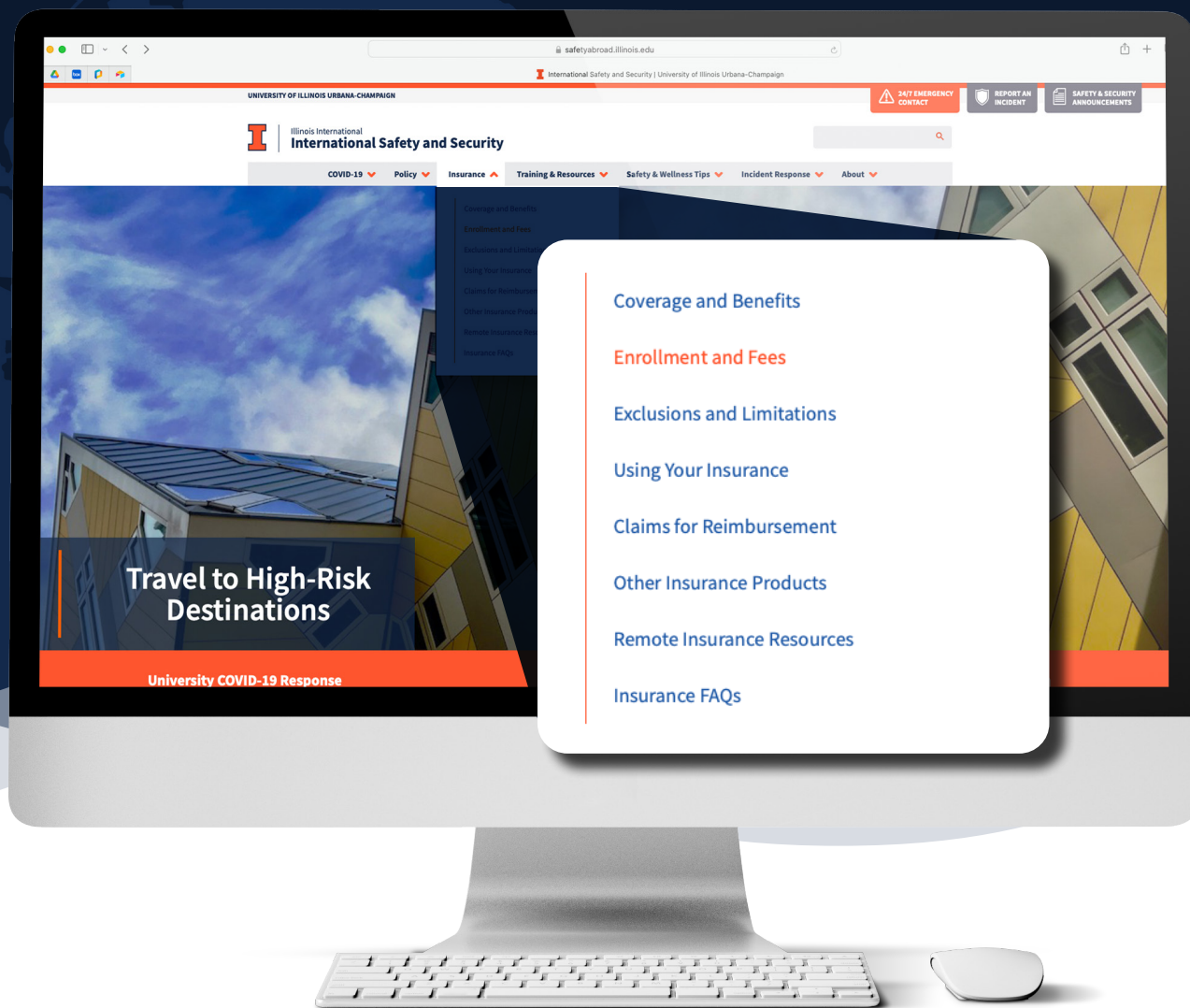
INTERNATIONAL INSURANCE ENROLLMENT GUIDE

FACULTY & STAFF BY PROXY

A step-by-step guide on how to proxy enroll
your colleague for your international insurance.

01A | GETTING STARTED

1. Visit **safetyabroad.illinois.edu.**

2. Select **"Enrollment and Fees"** under Insurance tab.
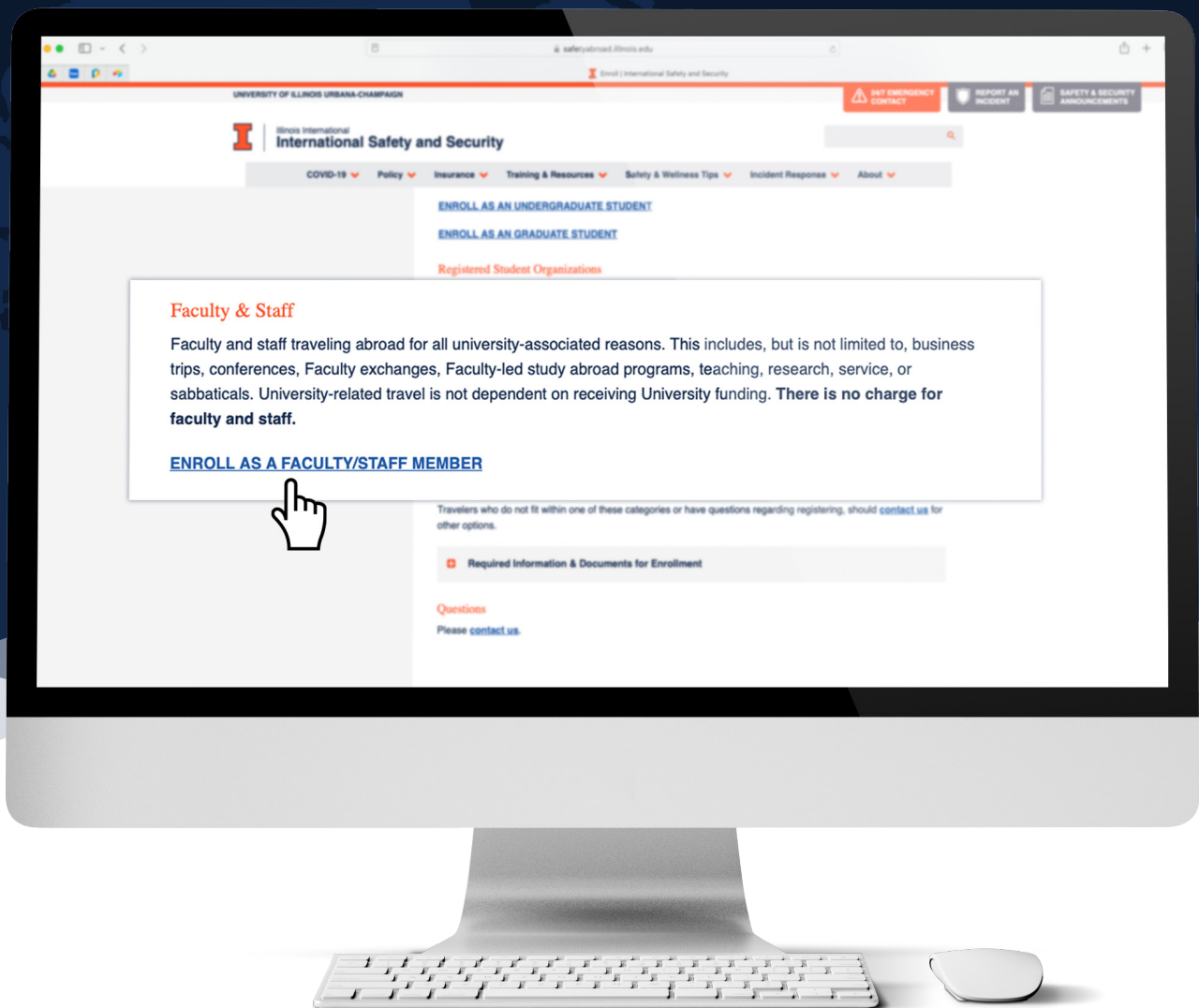

**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES
TO COMPLETE IF YOU HAVE YOUR COLLEAGUE'S MATERIALS READY.**

3. Locate **"Faculty/Staff"**.

4. Read through the information below this header.
   Then select **"Enroll As A Faculty/Staff Member"**.

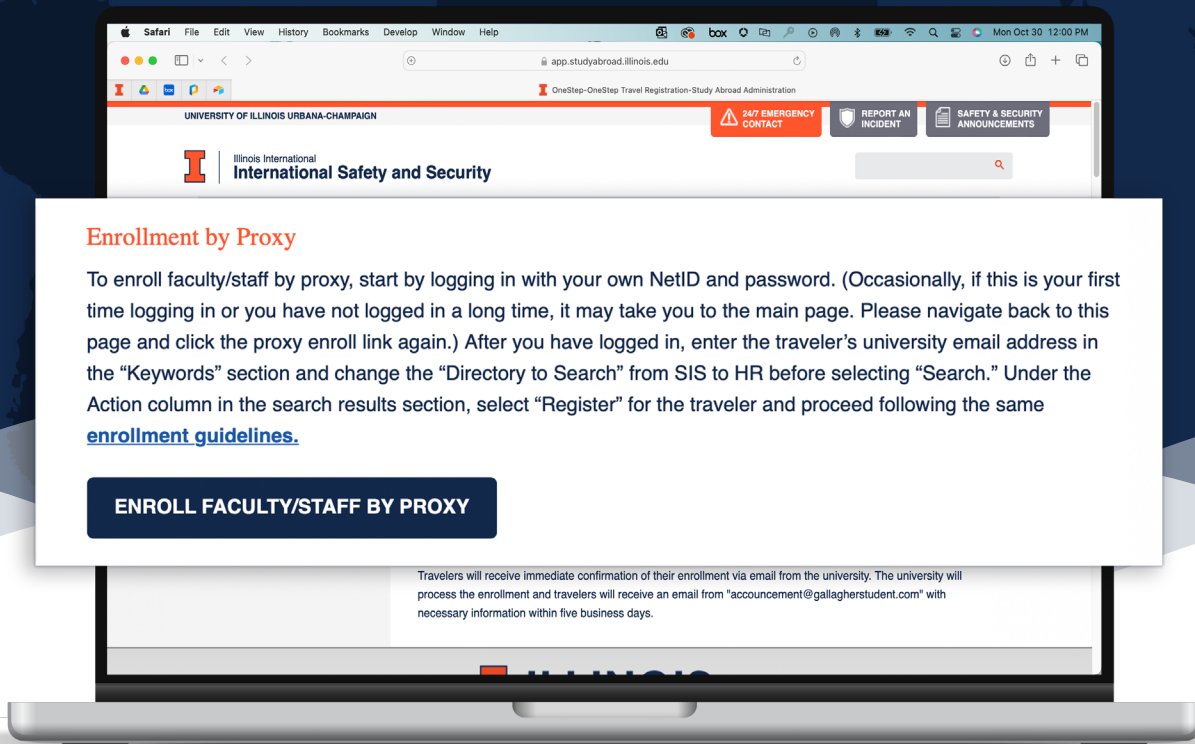**THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES
TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.**

3. Locate "Enrollment by Proxy"

4. Read thoroughly the information below this header. When ready, select "Enroll Faculty/Staff by Proxy".

Note: If this is your first time logging in or have not logged in a long time, it may take you to the main page. Please navigate back to the page listed below and click the proxy enroll link again.


Enrollment by Proxy

To enroll faculty/staff by proxy, start by logging in with your own NetID and password. (Occasionally, if this is your first time logging in or you have not logged in a long time, it may take you to the main page. Please navigate back to this page and click the proxy enroll link again.) After you have logged in, enter the traveler's university email address in the "Keywords" section and change the "Directory to Search" from SIS to HR before selecting "Search." Under the Action column in the search results section, select "Register" for the traveler and proceed following the same **enrollment guidelines.**

ENROLL FACULTY/STAFF BY PROXY

Travelers will receive immediate confirmation of their enrollment via email from the university. The university will process the enrollment and travelers will receive an email from "accouncement@gallagherstudent.com" with necessary information within five business days.

THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.

5. After you have logged in, enter the traveler's university email address in the "Keywords" section and change the "Directory to Search" from SIS to HR before selecting "Search."

6. Scroll down to the "Search Results" section to select "Register" located under the Action column and proceed with the enrollment.
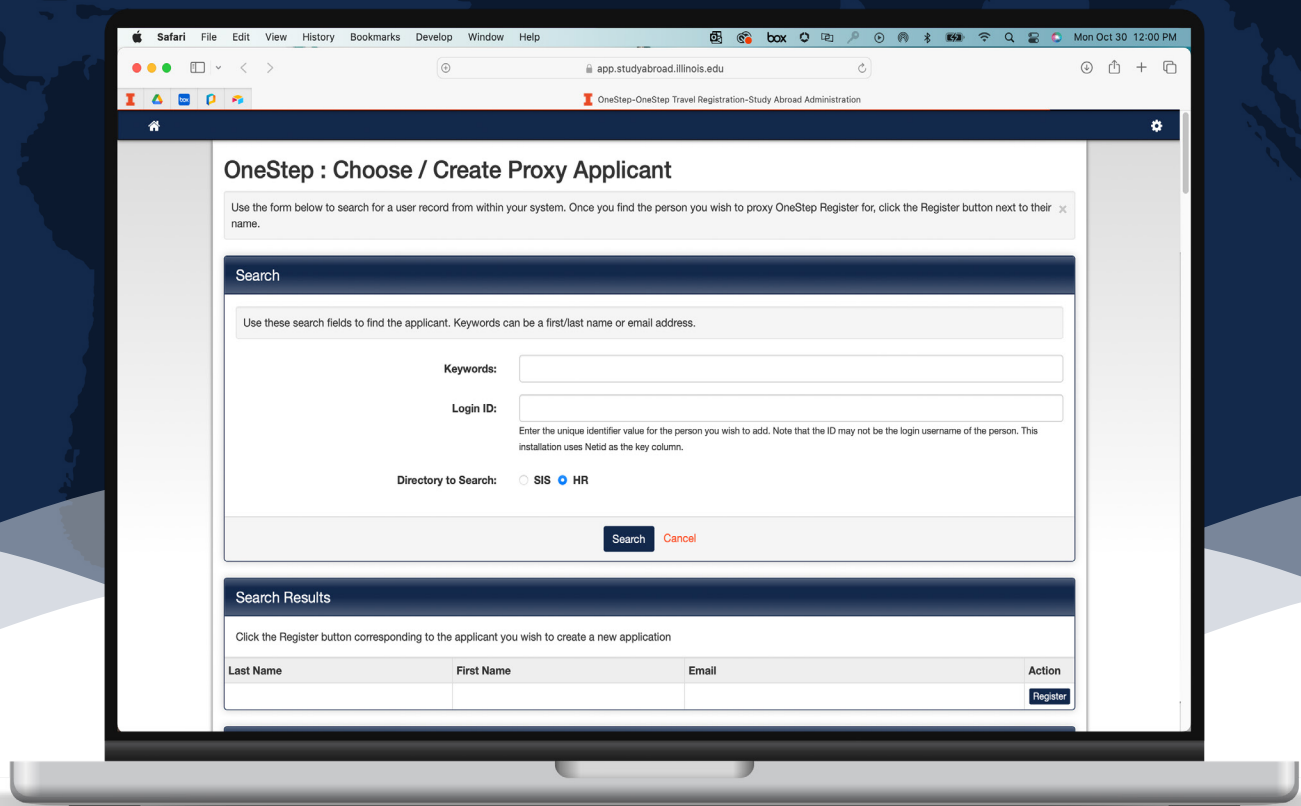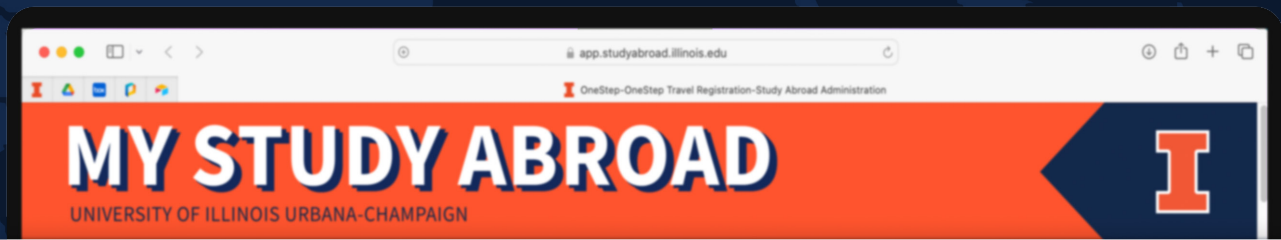

THE APPLICATION SHOULD TAKE ABOUT 10 MINUTES TO COMPLETE IF YOU HAVE YOUR MATERIALS READY.

02 | TRAVEL REGISTRATION

1. **Double check that the traveler's information displayed in the top three boxes in the Profile section are correct.**

2. **If desired:** **Add yourself, a colleague, or other personal email to send a copy of the International Insurance Confirmation Email.**

This does not include the Verification Letter from announcement@gallagherstudent.com, which the traveler will receive within about one week.

03 | ITINERARY

1. Add the Traveler's Start date in the form **MM/DD/YYYY.**

2. Add the Traveler's End date in the form **MM/DD/YYYY.**

3. Select the Traveler's **Location** in the list.

4. Select **"Add to Itinerary".**

You can add multiple destinations for one trip, assigning specific dates to each one.
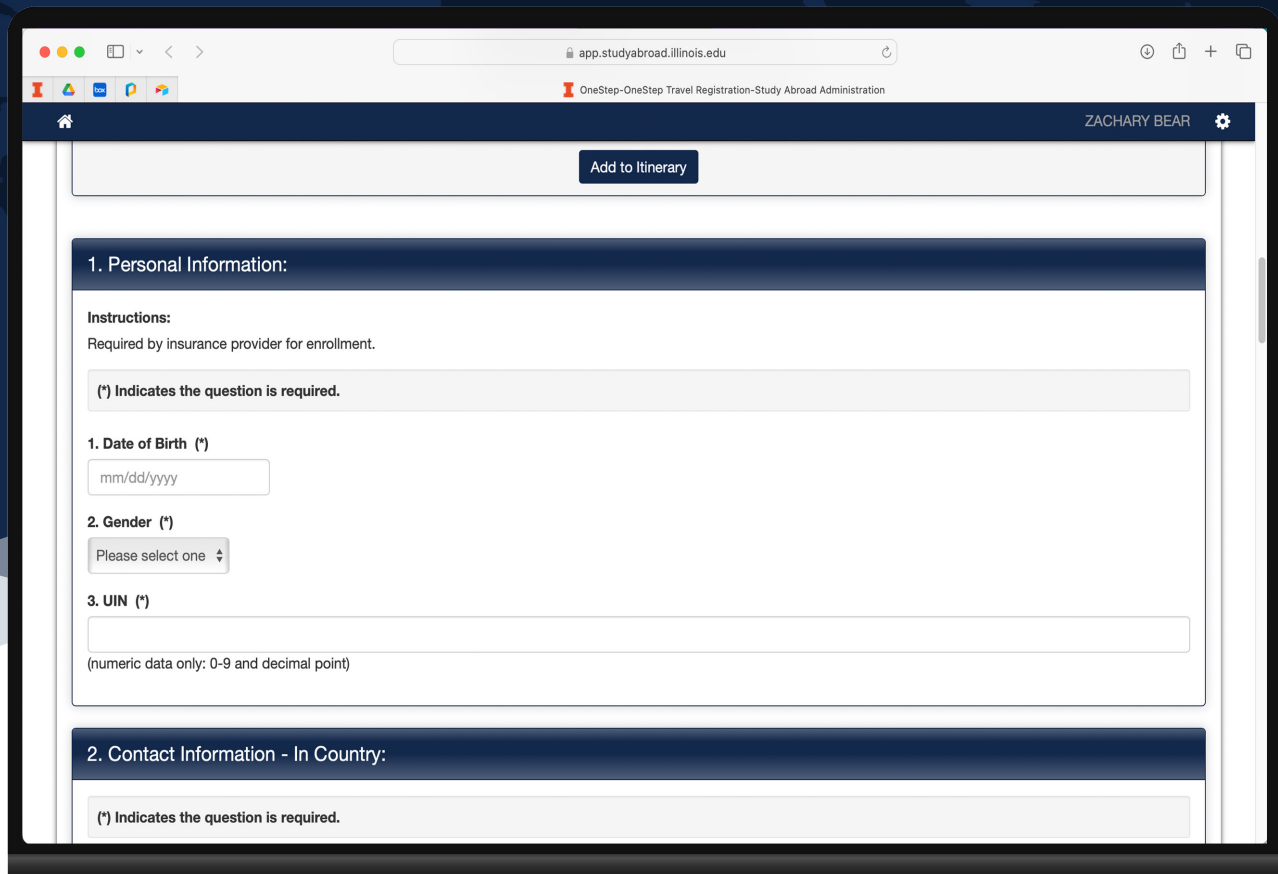
For example:
09/23/2019-9/30/2019- A Coruna, Spain
9/30/2019-10/04/2019- Paris, France

**Please enroll separate trips in new applications.
For example: travel in September and another trip in
November, should be separate enrollments.*

04 | PERSONAL INFO

1. Enter the Date of Birth for the traveler in the **MM/DD/YYYY** format.

2. Select their **Gender** from list.

3. Enter their **UIN found on their iCard.** This number will become their insurance ID number.

05 | CONTACT INFO

1. Enter the **name and address of the location** they are residing at in the country/countries they are visiting.

2. Enter the **phone number(s)** of the location(s).

3. Enter the **alternate email addresss** *(personal or host university provided email)* which they are using while abroad if they are not using their Illinois email account.
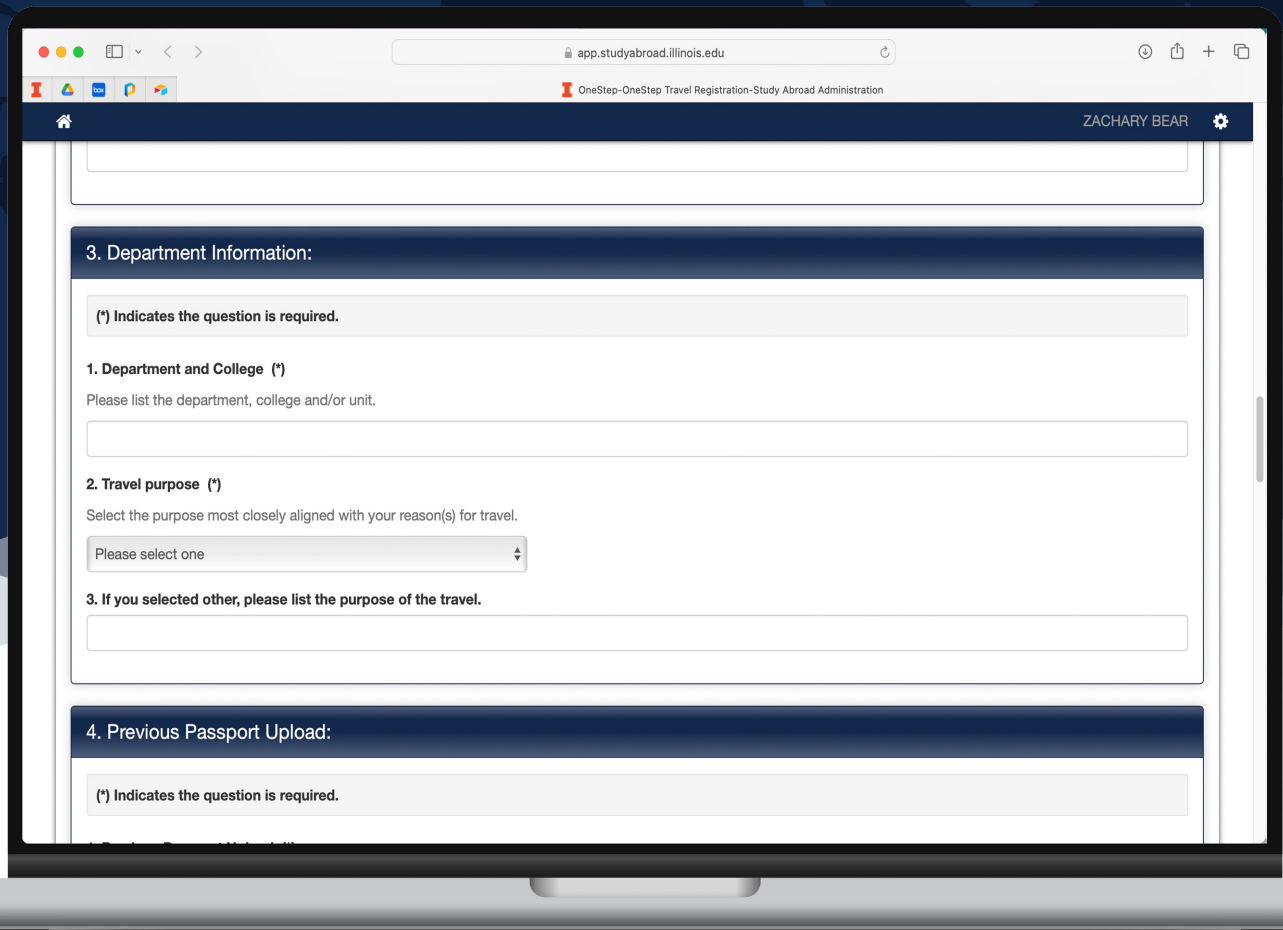
06 | DEPT. INFO

1. Enter the name of the sponsoring **Department** or **College.**

2. Select their **Travel Purpose** from the drop down menu.

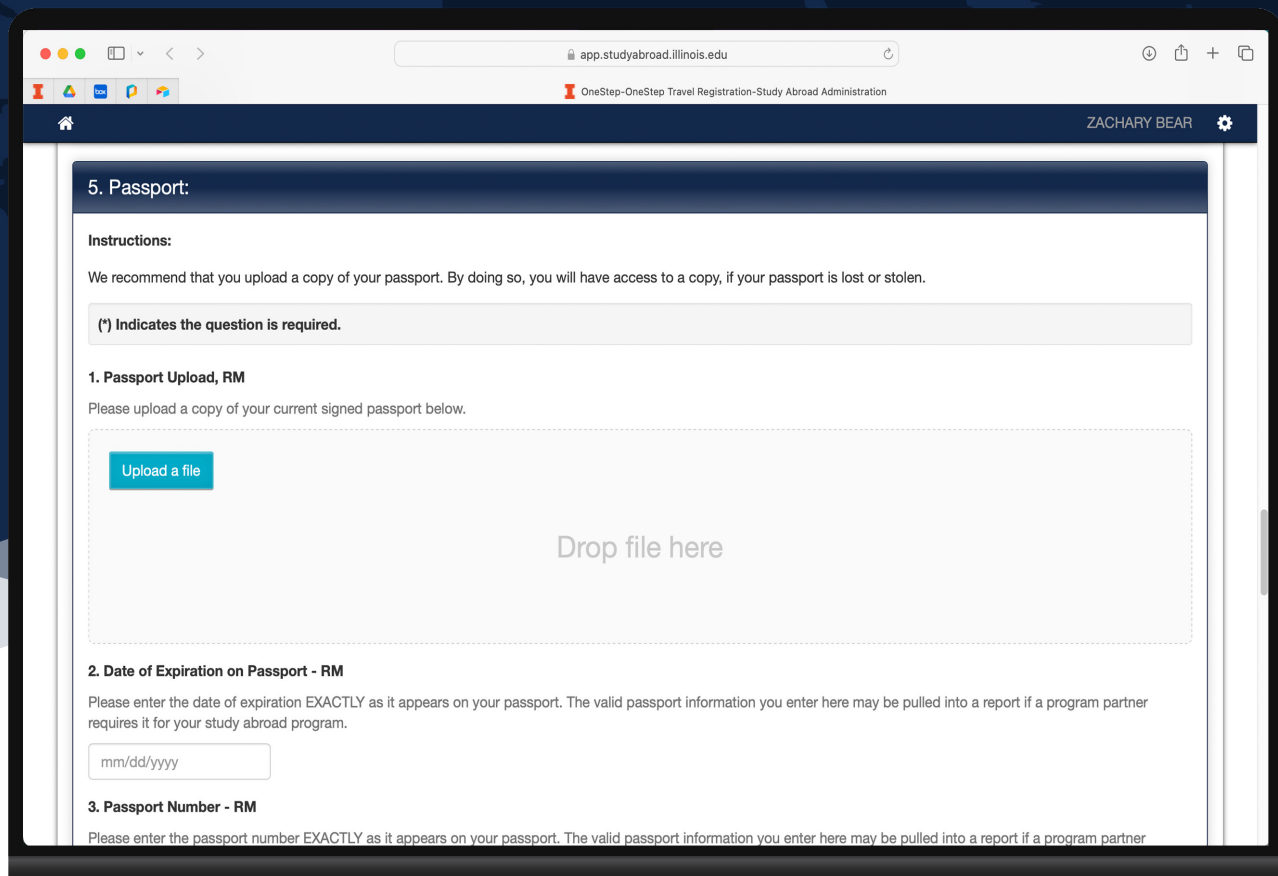3. If **"Other"** was selected, please enter the purpose of the travel.

07 | PASSPORT

1. **Upload** a clear photo of the biographical page of their passport.

2. Enter the Passport Expiration in the form **MM/DD/YYYY.**

3. Enter the **Passport Number** as listed on their passport.

4. Enter the **Country of Issue** that is listed on their passport.

app.studyabroad.illinois.edu

OneStep-OneStep Travel Registration-Study Abroad Administration

ZACHARY BEAR

5. Passport:

Instructions:

We recommend that you upload a copy of your passport. By doing so, you will have access to a copy, if your passport is lost or stolen.

(*) Indicates the question is required.

1. Passport Upload, RM

Please upload a copy of your current signed passport below.

Upload a file

Drop file here

2. Date of Expiration on Passport - RM

Please enter the date of expiration EXACTLY as it appears on your passport. The valid passport information you enter here may be pulled into a report if a program partner requires it for your study abroad program.
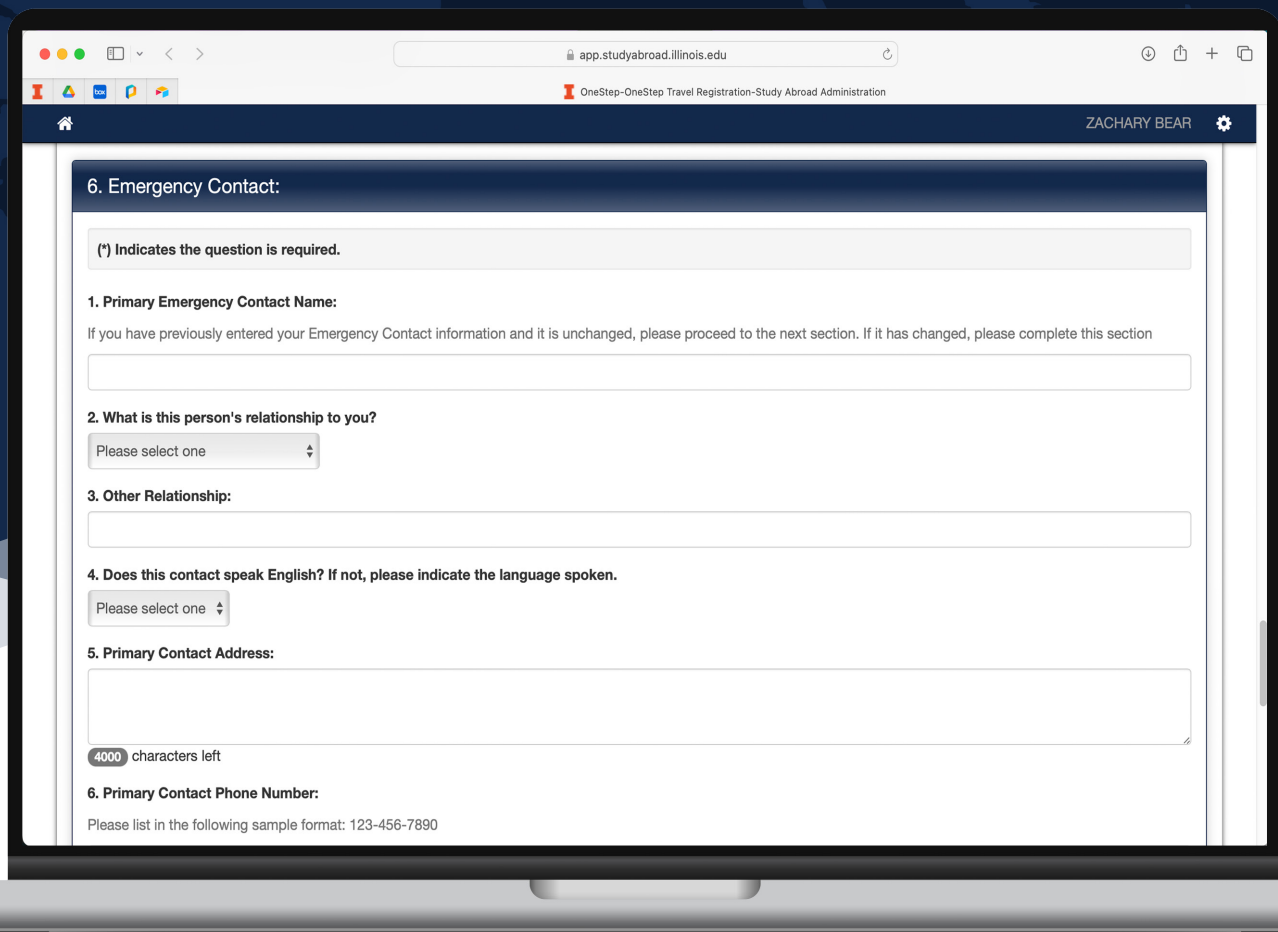
mm/dd/yyyy

3. Passport Number - RM

Please enter the passport number EXACTLY as it appears on your passport. The valid passport information you enter here may be pulled into a report if a program partner

Passport Information is not required. *However, it is strongly encouraged in the event their passport is lost or stolen, so we have it on record.*

08 | EMERGENCY INFO

1. **Please fill out this form with at least 1 contact (Colleague, Family, or Friend).**
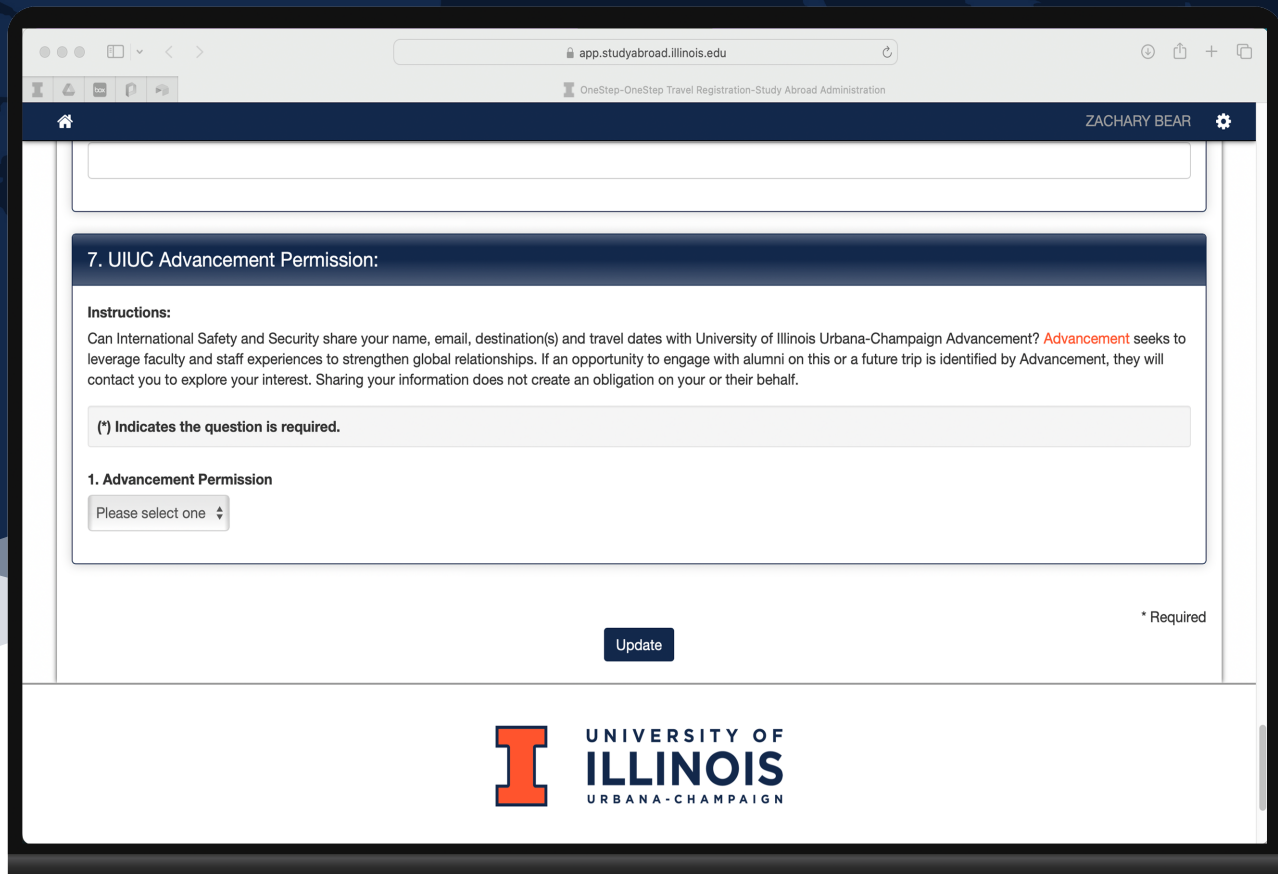
2. **Select "Update" upon completion.**

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app.studyabroad.illinois.edu

I OneStep-OneStep Travel Registration-Study Abroad Administration

ZACHARY BEAR ⚙

6. Emergency Contact:

(*) Indicates the question is required.

1. Primary Emergency Contact Name:

If you have previously entered your Emergency Contact information and it is unchanged, please proceed to the next section. If it has changed, please complete this section

2. What is this person's relationship to you?

Please select one ⇕

3. Other Relationship:

4. Does this contact speak English? If not, please indicate the language spoken.

Please select one ⇕

5. Primary Contact Address:

4000 characters left

6. Primary Contact Phone Number:

Please list in the following sample format: 123-456-7890

Advancement seeks to leverage faculty and staff experiences to strengthen global experiences. If an opportunity to engage with alumni is identified by Advancement, the traveler will be contacted to explore their interest.

If you select **"Yes"** their name, email, itinerary, department, and travel reason will be shared with UIUC's International Advancement.

app.studyabroad.illinois.edu

OneStep-OneStep Travel Registration-Study Abroad Administration

ZACHARY BEAR

7. UIUC Advancement Permission:

Instructions:

Can International Safety and Security share your name, email, destination(s) and travel dates with University of Illinois Urbana-Champaign Advancement? Advancement seeks to leverage faculty and staff experiences to strengthen global relationships. If an opportunity to engage with alumni on this or a future trip is identified by Advancement, they will contact you to explore your interest. Sharing your information does not create an obligation on your or their behalf.

(*) Indicates the question is required.

1. Advancement Permission

Please select one ⇕

* Required

Update

UNIVERSITY OF
ILLINOIS
URBANA-CHAMPAIGN

10 | COMPLETION

1. Upon completing the application, you will see a confirmation pop-up. Please email (safetyabroad@illinois.edu) if you do not see this confirmation.

2. Following the confirmation, you will then be directed to "Your Home Page".

IF THE ITINERARY CHANGES OR THE TRAVELER'S TRIP IS CANCELED, THEY ARE REQUIRED TO EMAIL UPDATES TO SAFETYABROAD@ILLINOIS.EDU.