Faculty & Staff International Insurance Enrollment How-To

Visit this website:  https://www.safetyabroad.illinois.edu

Start here:  “Register”
1. Select: “Faculty/Staff Enrollment”
**Take note**
The application should take about 10 minutes to complete if you have your materials ready.

Faculty & Staff Insurance Enrollment

The enrollment buttons below are for faculty and staff engaging in university-related activities for travel abroad. After July 31, 2019, coverage will be provided to all faculty and staff free of charge who enroll.

About the Application

The insurance application cannot be saved. Registrants should have all information in advance. Refer to the list below for the information you will be asked to supply when enrolling.

Graduate students participating in university-related travel must enroll in international insurance as students. Units can still pay for student insurance by entering CFOP information in the billing questionnaire. Go to the Student Insurance Registration page.

Required Information & Documents for Enrollment

Self-Enrollment

Review or follow along with these Enrollment Guidelines.

ENROLL NOW

When ready, select: “ENROLL NOW”
First Select: “I have a UIUC NetID and NETID password.”

Then click: “Submit”
Reminder: This guide is for first time users of "MY STUDY ABROAD". If you are using this as a refresher this page will not appear.

**Take note**

The information sharing options are specifically for the email address, NetID, and university affiliation data needed to log into MY STUDY ABROAD. If you do not want to have to make an extra click every time you log in, choose the third option. The second option will act very similarly, because those pieces of data rarely change for anyone. The first option would add an extra step every time you log in. As the third option states, there is a checkbox on the login screen that will allow you to revoke your previous answer to this question, and the system will then ask you before you log which option you would like to choose.
First Select: That you understand the GDPR Consent Form is required for travelers going to the European Union. If you are not going to a country in the EU, you still must select this to proceed.

Then click: “Submit”
If desired: Add 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 you will receive within about one week.

*Double check that your Names and Email Address are correct.
**Itinerary**

- Departure date from your home base.
- Arrival date back to your home base.
- Find Location: List appropriately
- Select “Location” with mouse, it highlights blue.
- Select “Add to Itinerary”

If finished scroll down, or add another 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, if you are traveling in September, then going on a separate trip in December.*
## Personal Information

1. **Date of Birth** (*
   - Self-explanatory
   
   1. Please do not put "today's" date.

2. **Gender** (*
   - Self-explanatory

3. **UIN** (*
   
   (numeric data only: 0-9 and decimal point)

   **Enter your UIN, this will become your insurance ID number.**
Information for the country or countries that you are traveling to.

### 2. Contact Information - In Country:

<table>
<thead>
<tr>
<th>(*) Indicates the question is required.</th>
</tr>
</thead>
</table>

#### 1. Local Address

Please provide information for where you will be staying or working (hotel name, host family, address, etc.)

4000 characters left

#### 2. Local Phone Number(s)

Please list at least one phone number that can be used to contact you while abroad (personal, hotel, host, etc.)

4000 characters left

#### 3. Alternate E-mail address

If you are using an alternate e-mail address (personal or a host university provided email) while abroad, please list it (or them). Note that official communication will continue to be sent to your Illinois email account (or for non-Illinois students, the one you provided at Login).

4000 characters left

1. **Enter:** Your hotel name and/or address in the country/countries you are visiting.

2. **Enter:** Self-explanatory

3. **Enter:** Self-explanatory
# Department Information

**3. Department Information:**

<table>
<thead>
<tr>
<th>(*) Indicates the question is required.</th>
</tr>
</thead>
</table>

1. **Department and College (*)**
   
   Please list the department, college and/or unit.

2. **Travel purpose (*)**
   
   Select the purpose most closely aligned with your reason(s) for travel.
   
   Please select one [ ]

3. **If you selected other, please list the purpose of the travel.**

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1. **Enter:** Your department or college

2. **Self-explanatory**

3. **Self-explanatory**
Have you enrolled your **current** passport in the past?

### 4. Previous Passport Upload:

(*) Indicates the question is required.

<table>
<thead>
<tr>
<th>1. Previous Passport Upload (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you previously uploaded your current (unexpired) passport?</td>
</tr>
</tbody>
</table>

- Yes: No additional passport information is needed. Please select "yes", then scroll down to section 6.
- No: Please select “no”, and complete section 5.

Please select one ▾

If have enrolled your current passport in the past, choose “Yes” and skip the next section. If you have updated your passport or have not uploaded it before, please select “No” and complete section 5 before proceeding.
Passport Upload

1. Passport information is not required but strongly encouraged, especially if the passport is lost or stolen.

1. **Passport Upload**: Add a clear photo or JPG file of the signature page of your passport.

2. **Date of Expiration on Passport**: List appropriately

3. **Passport Number**: List appropriately

4. **County of Issue**: List appropriately
# Emergency Contact

<table>
<thead>
<tr>
<th>6. Emergency Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*) Indicates the question is required.</td>
</tr>
</tbody>
</table>

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

7. **Primary Contact Alternate Phone Number:**
   - Please list in the following sample format: 123-456-7890

8. **Primary Contact Email Address:**

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**Complete with your preferred emergency contact information or information for a family or friend remaining in the U.S.**
International Advancement Permission

If you select, “Yes” your name, email, itinerary, department, and travel reason will be shared with UIUC’s International Advancement.

Once you have completed all required sections, select: “Update”
After you select “Update,” you will be taken to this confirmation screen. If you do not see this screen, please email safetyabroad@Illinois.edu as soon as possible.

Lastly, you will be taken to “Your Home Page” where you can see your finished application!