Faculty & Staff International Insurance Enrollment How-To

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

Start here: “Register”
Graduate students must now register using the student application, not the faculty and staff application. Units may pay for student’s International Insurance by entering CFOP information in the Billing Questionnaire.

**ENROLL AS A STUDENT**

Registered Student Organizations

Registered Student Organizations (RSOs) are required to report international travel to International Safety and Security. RSOs should fill out the [RSO International Travel Reporting Form](#). Upon receipt of this form, our staff will enroll the RSO members in the International Insurance.

**Faculty & Staff**

Faculty and staff leading programs abroad are required to enroll in International Insurance. Faculty and staff traveling abroad for other University-associated reasons—such as research or conferences—are strongly encourage to register for International Insurance. **After July 31, 2019, coverage will be provided to all faculty and staff free of charge.**

**ENROLL AS A FACULTY/STAFF MEMBER**

**Other**

Travelers who do not fit within one of these categories or have questions regarding registering, should [contact us](#) for other options.

Select:  “**ENROLL AS A FACULTY/STAFF MEMBER**”
When ready, select: “ENROLL NOW”

**Take note**
The application should take about 15 minutes to complete if you have your materials ready.
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 to 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 an colleague or other personal email to send a copy of the International Insurance Confirmation Email

*Double check that your Names and Email Address are correct.
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.
1. Passport information is not required but strongly encouraged, especially if the passport is lost or stolen.

1. Date of Expiration on Passport: List appropriately

2. Passport Number: List appropriately

3. Passport Upload: If the file is already saved on your computer, select the file icon and follow the prompts.
2. EU GDPR is required for travel to Europe.

If travelers send completed forms to ISS, we can upload it for you. safetyabroad@illinois.edu
1. **Date of Birth.** Self-explanatory

2. **Gender.** Self-explanatory

3. **UIN.** Enter your UIN, this will become your insurance ID number.
1. **Enter: Your department or college**

2. **Enter: Your department administrator**

3. **Self-explanatory**

4. **Self-explanatory**

**Questions 5 through 9 are no longer needed.**

*If you need to pay through your UIN (such as for dependents), please enter “111111” for questions 6-8.*
1. **Enter:** Your hotel name and/or address in the country/countries you are visiting.

2. **Enter:** Self-explanatory

3. **Ignore**
Complete with your preferred emergency contact information or information for a family or friend remaining in the U.S.

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 you finished application!