Instructions for Enrolling in the Northwestern University Student Health Insurance Plan (NU-SHIP)

Follow the instructions below to enroll (or confirm your annual re-enrollment), in the Northwestern University Student Health Insurance Plan (NU-SHIP) via CAESAR. For more information on student health insurance, visit us at: [http://www.northwestern.edu/student-insurance/](http://www.northwestern.edu/student-insurance/). Please note: Northwestern University requires all degree-seeking international students – students holding a J-1 or F-1 U.S. visa – to maintain enrollment in the NU Student Health Insurance Plan (NU-SHIP) for the entire time they are studying at Northwestern).

**Step 1** Navigate to the CAESAR login page, [https://caesar.northwestern.edu/](https://caesar.northwestern.edu/) and sign-in using your Northwestern NetID and password. The Home Page appears (during the open enrollment period).

**Step 2**

**Incoming Students:** Click the "Health Coverage Plan" link in the Quick Links pagelet.

**Returning Students:** Click the "Update Student Health Insurance Selection" link in the Annual Confirmations pagelet.
The **Northwestern Student Health Insurance** page appears. Review the Northwestern insurance requirements before proceeding.

**Step 3** Select **Confirm my enrollment** to enroll in the Northwestern University Student Health Insurance Plan (NU-SHIP) by placing your cursor inside the “○” radiobox provided to the left of the text. Press to proceed. The **Certificate of Accuracy** page appears.

**Step 4** Click on the checkbox to the left of “**Certificate of Accuracy**”; enter a Parent/Spouse/Other Email Address in the box provided (if desired) and press .
Step 5 When the message below appears click  Yes  to enroll in the Northwestern University Student Health Insurance plan. Or click  No  to cancel and return to the Coverage Selection Form.

Step 6 Congratulations – you have successfully enrolled in the NU Student Health Insurance Plan! Press  Printer Friendly Page  to print a copy of your enrollment for your records; press  Exit to Homepage  to return to your CAESAR home page or press  Return to Insurance Options  to make a change to your selection. Please note: all modifications must be made by the enrollment deadline for your term of entry (October 1 for Fall enrollees).

Step 7 To ensure account security, when you have completed your transaction, from top right of the CAESAR banner, click  Sign out  to exit your session. Close your browser.

To review your bill on CAESAR (note: the billing cycle runs on the 10th of each month), navigate to Main Menu > Student Financial Services > View My Account. An itemized charge for the Student Health Insurance plan will appear on your Northwestern University Customer Account (after you have processed your registration).

Further assistance:
- For more information on student health insurance, visit us at: http://www.northwestern.edu/student-insurance/.
- On the Evanston campus, contact the Student Health Insurance office at 847-491-2113 or email student.insurance@northwestern.edu.
- On the Chicago campus, contact the Student Health Insurance office at 312-503-1242 or email student.insurance@northwestern.edu.
- For more information on these and other CAESAR functions, visit: http://www.northwestern.edu/ses/index.html.