Visiting Scholar Application & Waiver Process
New Department Contacts-
If this is your first time enrolling or waiving a Visiting Scholar please see the last page of this manual before starting the enrollment process.
You will have to add yourself as a new Department Contact.
New VSP Appointment

Click on the Application button

Welcome!

Application  Domestic Visiting Scholar  Waiver

Click on the “Is this a reappointment” dropdown. Choose No

VSP Application
Fields with a red * are required fields. Please fill out as much as you can.

Is this a reappointment? *  No

Visitor Information
- Last Name *
- First Name *
- Date of Birth *
- Gender *
- Citizenship *
- Visa Type *
- Local Address
  - Local City *
  - Local State *
  - Local Postal Code *
- Local Phone

Plan Coverage Request
- Coverage Start Date *
- Coverage End Date *
- Number of Days of Coverage *

Payment Method
- Payment Method *

Department Contact
- Contact *
- Email *
- Address Line 1 *
- Address Line 2 *
- Address Line 3 or City *
- State *
- Postal Code *

Appointment Information
- Title *
- Department Name *

Dependent Information
- Is anyone bringing dependents? *
- Yes *

- VSP Form must be saved before adding new VSP Dependent records.
  - Save and Continue

Dependent Information
Is scholar bringing dependents? *
- Yes

After clicking Save and Continue, scroll back down to the Dependent Information section of the form. Click New VSP Dependent.
If the scholar is bringing more than one dependent choose the Create Another option (in the upper righthand corner of the VSP ribbon) and a new dependent form will pop up after saving the first form. The Dependent Coverage dropdown asks if the dependent will be added to the VSP policy or if they will have outside insurance (the outside insurance must be pre-approved by Risk Management).

If No is chosen you will need to add dependent dates before saving. If Yes is chosen you will be able to save the form without any further actions.

Please add any additional information you would like us to know about the application in the VSP Notes box.

This is the new electronic signature check box. We no longer need wet signature. After checking the signature box save changes.

Once the application is completed files can be uploaded to the application form this page. For example: Outside insurance policies for dependents, RVAs, etc.

After uploading documents you can choose I'm done, which will allow you to enter another application or waiver. Or you can choose click here to log out to exit the portal.
VSP Reappointment

Click on the Application button

Welcome!

Application  Domestic Visiting Scholar  Waiver

VSP Application
Fields with a red * are required fields. Please fill out as much as you can.

Is this a reappointment? * Yes *

Look up Existing Application

Click on the “Is this a reappointment” dropdown.
Choose Yes.
Click on Lookup Existing Application

1. A “VSP Forms” box will pop up. Type in the last and first name of the scholar being reappointed (if last name is common; i.e. Zhang) type in the date of birth. Click Search.

A “VSP Forms” box will pop up. Type in the last and first name of the scholar being reappointed (if last name is common; i.e. Zhang) type in the date of birth. Click Search.
When the correct name pops up, click on the last name and the scholar’s information will automatically populate. Except for coverage dates and dependents
See below
Once the Coverage Start and End Date are added, the number of days will populate.

The Department Contact and Appointment information will auto-populate from the previous appointment.

Dependent Information will have to be reentered. After choosing Yes, click Save and Continue.

After clicking Save and Continue, scroll back down to the Dependent Information section of the form.

As this form is a reappointment, you will be able to search for the scholar's dependent by clicking on the Look up VSP Dependent button.

If there is more than one dependent, choose the Create Another option (in the upper right-hand corner of the VSP ribbon) and a new form will pop up after the first dependent is saved.

As in the VSP application, the Dependent Coverage dropdown asks if the dependent will be added to the VSP policy or if they will have outside insurance (the outside insurance must be pre-approved by Risk Management).

To look up a dependent type in Last Name and First Name or the dependent and click Search.
Once dependent has been searched all information will auto-populate. You will only have to add Dependent Coverage option and Arrival/Departure dates (if different from the scholar).

Please add any additional information you would like us to know about the application in the VSP Notes box.

This is the new electronic signature check box. We no longer need wet signature. After checking the signature box save changes.

Once the application is completed files can be uploaded to the application form this page. For example: Outside insurance policies for dependents, RVAs, etc.

After uploading documents you can choose I'm done, which will allow you to enter another application or waiver. Or you can choose click here to log out to exit the portal.
Welcome to the VSP Portal

This portal is for new appointments or reappointments only. Any changes of dates, dependents or corrections need to be emailed to pse@northwestern.edu.

Before submitting a waiver form for outside insurance, the policy must be reviewed by Risk Management by emailing the summary of benefits to pse@northwestern.edu.

VSP Application  Domestic Visiting Scholar Waiver  Waiver Request

For additional information, please contact Pam Tushill, Student Health Insurance Program Manager, at 847.491.5810 or pse@northwestern.edu.

VSP Waiver Application
Fields with a * are required fields. Please fill out as much as you can.

Is this a reappointment? *

Visitor Information
- Last Name *
- First Name *
- Middle Initial *
- Email *
- Address Line 1 *
- Address Line 2 *
- State *
- Postal Code *

Waiver Options
- Waiver Options *
- Effective Dates
  - Policy Start Date *
  - Policy End Date *
- Effective Dates
  - Effective Start Date *
  - Effective End Date *

Department Contact
- Contact *
- Phone *
- Email *
- Address Line 1 *
- Address Line 2 *
- State *
- Postal Code *

Appointment Information
- Title *
- Department Name *
- Appointment Start Date *
- Appointment End Date *

Dependent Information
- Check New Dependent *
- Dependent *

Dependent Details
- VSP Form must be saved before adding new VSP Dependent records
- Save and Continue

Before dependents can be added, the record must be saved. Click Save and Continue.

Please choose the appropriate Waiver Option:
Option A should be chosen even when a Postdoc is starting in the middle of the previous month as we will need to confirm enrollment in HR benefits. This box will not be an option in Domestic Waivers as they are US citizens and should have insurance.

Click on the “Is this a reappointment” dropdown. Choose No.

You will then need to input all Visitor Information.

Add appointment Start and End Dates.

All active Department Contact information will auto-populate as you type your name. Please do not use the PI’s Information. I need the Department Contact name and address.

The Department Name will auto-populate with the Department Contact information. Choose the appropriate Title from the dropdown.

Choose ‘yes’ or ‘no’ in the dropdown for dependents. If you choose ‘yes’ a new prompt will appear (see below).

After clicking Save and Continue, scroll back down to the Dependent Information section of the form. Click New VSP Dependent before dependents can be added, the record must be saved. Click Save and Continue.
If the scholar is bringing more than one dependent choose the Create Another option (in the upper righthand corner of the VSP ribbon) and a new dependent form will pop up after saving the first form.

Click on Arrival/Departure Same as Scholar?

If No is chosen you will need to add dependent dates before saving.
If Yes is chosen you will be able to save the form without any further actions.

Please add any additional information you would like us to know about the waiver in the VSP Notes box. For example: copies of insurance cards, outside insurance policies (pre-approved by Risk Management), etc.

For Visiting Scholars with outside insurance check the top box.
For Visitors employed by NU check the bottom box.

Upload any relevant files

Once the application is completed files can be uploaded to the application form this page. For example: Outside insurance policies for dependents, RVAs, etc.

After uploading documents you can choose I’m done, which will allow you to enter another application or waiver. Or you can choose click here to log out to exit the portal.
Waivers and New Domestic Waivers-Reappointments

Welcome to the VSP Portal

For additional information, please contact Pam Tarrett, Student Health Insurance Program Manager, at 847.461.5610 or pttarrett@northwestern.edu

VSP Waiver Application Fields with * are required fields. Please fill out as much as you can.

Visitor Information
- First Name *
- Last Name *
- Date of Birth *
- Gender *
- Citizenship *
- Visa Type *

Waiver Options

Effective Date:
- Policy Date *
- Policy End Date

Dependent Information
- Choice of College or Graduate School

Choose "yes" or "no" in the dropdown for dependents. If you choose "yes" a new prompt will appear (see below)

To look up a dependent type in Last Name and First Name or the dependent and click Search
Once dependent has been searched all information will auto-populate.
You will only have to add Dependent Coverage option and Arrival/Departure dates (if different from the scholar).

Please add any additional information you would like us to know about the waiver in the VSP Notes box. For example-copies of Insurance cards, outside insurance policies (pre-approved by Risk Management), etc.

For Visiting Scholars with outside insurance check the top box.
For Visitors employed by NU check the bottom box.

Once the application is completed files can be uploaded to the application form this page. For example: Outside insurance policies for dependents, RVAS, etc.

After uploading documents you can choose I’m done, which will allow you to enter another application or waiver. Or you can choose click here to log out to exit the portal.
New Department Contacts:

To add yourself as a Department Contact click on the icon

This screen will pop up. Click the New contact button

Click Department Contact (DEPT)

Please fill in First Name, Last Name, File As (this is your first and last name), Department, Address Line 1 (Street address), Address Line 2 (EV or CH for campus), email address and work phone number. Please click Save Changes when the form is completed.

This information not only allows confirmation emails to be sent to you, it also allows us to print mailing labels to send insurance cards to the department through the campus mail.