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/.

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.ent.northwestern.edu and sign-in using your Northwestern NetID and password. The CAESAR homepage appears.

Step 2 On the CAESAR Homepage, click the Profile tile.

Step 3 Click on Student Health Insurance in the left hand menu.

The Northwestern Student Health Insurance page appears. Review the Northwestern insurance requirements before proceeding.
Step 4 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 **Continue** to proceed.

Step 5 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 **Submit**.

Step 6 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 7 Congratulations – you have successfully enrolled in the NU Student Health Insurance Plan!

Press [Print Friendly Page] to print a copy of your enrollment for your records; press [Return to Insurance Options] to return to your CAESAR home page or press [Press] to change your selection.

- Please note: all modifications must be made by the enrollment deadline for your term of entry (October 1 for Fall enrollees).
- Full plan details are available in the Plan Details & Benefits Summary brochure (pdf).

Step 8 To ensure account security, when you have completed your transaction, from the top right of the CAESAR banner, click [ ] and select Sign Out. Close your browser.

To review your bill on CAESAR (note: the billing cycle runs on the 10th of each month), navigate to your homepage Select the My Account Tile > 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/students/index.html.