

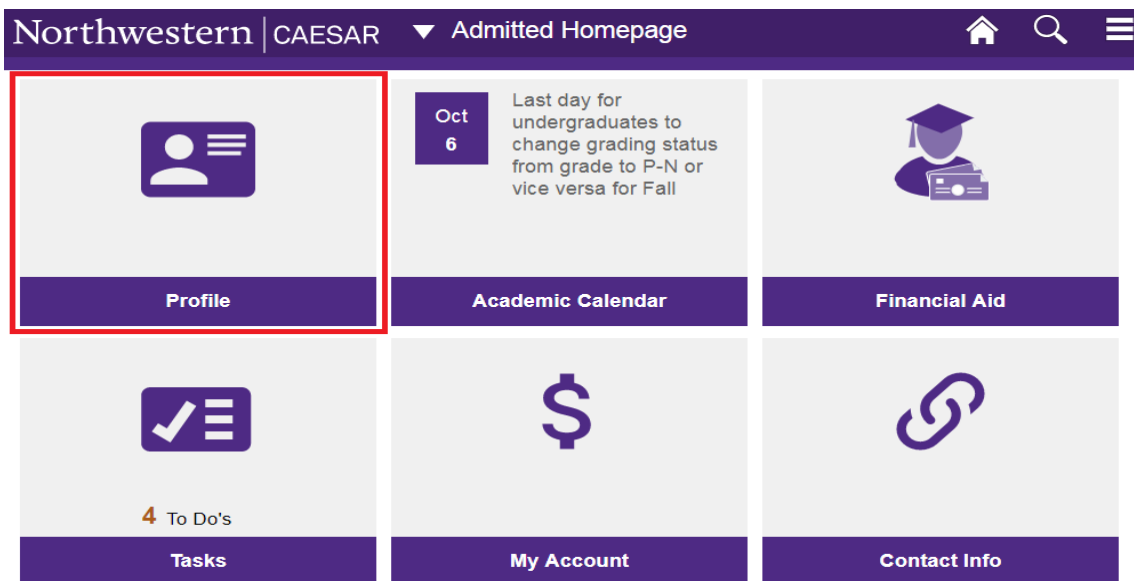
Instructions for Enrolling in the Northwestern University Student Health Insurance Plan (NU-SHIP)

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/>.

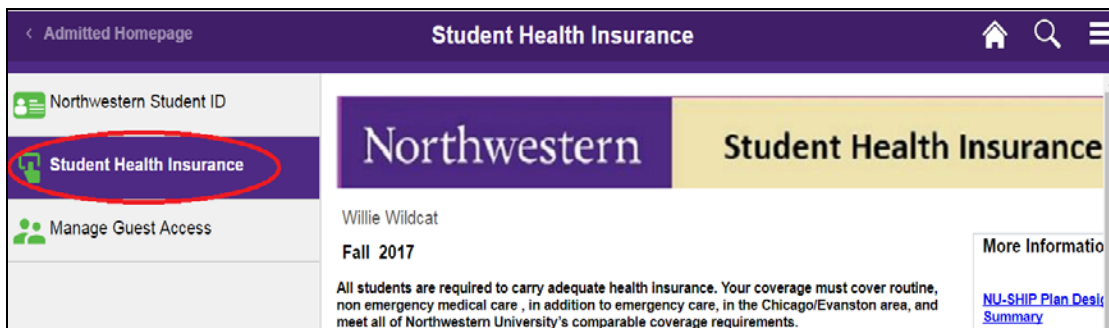
Please note: Northwestern University requires all degree-seeking international students – students holding a J-1 or F-1 U.S. visa – to maintain enrollment in the NU Student Health Insurance Plan (NU-SHIP) for the entire time they are studying at Northwestern).

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 “o” radiobox provided to the left of the text.

Press to proceed.

You have not made a selection for the 2018 Academic Year.

You must satisfy Northwestern's health insurance requirements in one of the two ways

What would you like to do?

- Confirm my enrollment** in the Northwestern University Student Health Insurance Plan (NU-SHIP)
- Apply for a Waiver**, I am currently covered by a medical insurance plan that meets Northwestern University's comparable coverage requirements.

Note: To apply for a waiver, you must be ready at this time to provide information about your insurance. If you do not have this material handy, please log out and return before the enrollment deadline. You may also wish to download the [Waiver Worksheet \(pdf\)](#) to determine what information must be provided.

[Health Resources & Partners](#)

Still have Questions?
Contact the Northwestern Student Health Insurance office:
student.insurance@northwestern.edu

Student Health Insurance Enrollment Deadlines
Fall: October 1
Winter: February 3
Spring: April 28
Summer: July 21

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 .

Certificate of Accuracy

I understand that I am confirming my enrollment in the Northwestern University Student Health Insurance Plan for the 2018 academic year, and acknowledge that the annual premium will be charged to my Northwestern student account.

Once you click submit, a confirmation email will be sent to your Northwestern student email address.



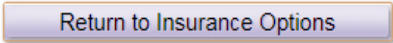
Enter your parent / spouse / other email address (optional) if you would like them to receive a copy of the confirmation email.

Parent/Spouse/Other Email Address


Step 6 When the message below appears click to enroll in the Northwestern University Student Health Insurance plan. Or click to cancel and return to the Coverage Selection Form).

Select Yes to enroll in the Northwestern University Student Health Insurance plan, or 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  to print a copy of your enrollment for your records; press  to return to your CAESAR home page or 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>.