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

Follow the instructions below to waive enrollment in the Northwestern University Student Health Insurance Plan (NU-SHIP) via CAESAR and confirm that you are covered by a medical insurance plan that meets Northwestern University's comparable coverage requirements. 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 **Apply for a Waiver** to waive participation in the Northwestern University Student Health Insurance Plan (NU-SHIP) by placing your cursor inside the “○” radio box provided to the left of the text. Press **Continue** to proceed.
**Step 5** Complete the Waiver Application. At the bottom of the page, press **Continue with Waiver** to proceed with the waiver submission process.

- If you are unable to complete the waiver application and wish to save your entries for submission later, click on the **Save for Later** button at the bottom of the page.
- To go back, press “Return to Insurance options”
- All modifications must be made by the enrollment deadline for your term of entry (October 1 for fall enrollees).

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**Northwestern Student Health Insurance**

Willie Wildcat  
Fall 2017  

To waive your enrollment in the Northwestern University Student Health Insurance Plan, you must affirm that you have an active, alternate insurance policy that meets or exceeds 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.

*All fields marked with an asterisk are required.*

### Section A: Insurance Information

- **Policy Holder First Name:** Willie  
- **Policy Holder Last Name:** Wildcat  
- **Subscriber ID:** ABCD12345  
- **Relationship to Insured:** Parent  
- **Insurance Company Name:** NU WILDCATS  
- **Insurance Company State:** IL  
- **Insurance Company Phone Number:** 938-444-7777  
- **Insurance Type:** POS

### Section B: Comparable Coverage

<table>
<thead>
<tr>
<th>Plan Type (individual / family)</th>
<th>Family</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible</strong></td>
<td>500.00</td>
<td></td>
</tr>
<tr>
<td><strong>Annual Out-of-Pocket Maximum</strong></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

**Plan Requirements**

- Routine non-emergency care, as well as emergency care, provided in the Chicago/ Evanston area (or local area the student will be residing and studying in for the academic year):
  - Yes  
  - No

- Treatment for pre-existing conditions (with no waiting periods or exclusions):
  - Yes  
  - No

**Essential health benefits as defined by the Affordable Care Act (ACA):**

- Preventive services, wellness services, and chronic disease treatment:
  - Yes  
  - No

- Outpatient care (ambulatory patient services):
  - Yes  
  - No

- Emergency Services:
  - Yes  
  - No

- Hospitalization (treatment for inpatient care):
  - Yes  
  - No

- In-patient & out-patient mental health services and addiction treatment:
  - Yes  
  - No

- Prescription drugs:
  - Yes  
  - No

- Rehabilitative services and devices:
  - Yes  
  - No
Waiver Application Continued…

<table>
<thead>
<tr>
<th>Service</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hospitalization (treatment for inpatient care)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• In-patient &amp; out-patient mental health services and addiction treatment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Prescription drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Rehabilitative services and devices</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Laboratory services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Maternity and newborn care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Pediatric services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The claims administrator of the plan is based in the U.S., has a U.S. telephone number and address for claims submissions, and the policy was issued in the U.S.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Coverage for medical evacuation and repatriation expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Required for all F-1/J-1 students</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>• For all other students: required only if you will be studying/doing research out of the U.S. during the current academic year (otherwise not exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active coverage from the day student arrives on campus through either August 31 OR the end of their academic program (whichever comes first)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Select “Save for Later” to complete waiver form and submit at a later date; select “Continue with Waiver” to continue with waiver form or “Return to Insurance Options” if you wish to enroll in the Northwestern Student Health Insurance Plan.
Step 6  Click on the checkbox to the left of “Certificate of Accuracy”; enter a Parent/Spouse/Other Email Address in the box provided (optional) and press Submit Waiver Application.

Step 7  When the message below appears click Yes to waive the Northwestern University Student Health Insurance plan (NU-SHIP). Or click No to cancel and return to the Coverage Selection Form.

Step 8  Congratulations – you have successfully waived your participation in the Northwestern University Student Health Insurance Plan! An email confirming your waiver will be sent to your NU Email address. Press Print Policy Information to print a copy of your waiver for your records; press Return to Insurance Options to return to your CAESAR home page or press Waiver Application 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 9 Press the button to return to the waiver confirmation page.

Step 9 To ensure account security, when you have completed your transaction, from top right of the CAESAR banner, click to exit your session. Close your browser.

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.
- To review your bill on CAESAR (note: the billing cycle runs on the 10th of each month), navigate to your CAESAR homepage, and click on the My Account tile.