1) Go to https://www.mycisi.com/CISIPortalWeb/default.aspx
   **Note:** this is a special link and not the CISI homepage.
2) Click on **Apply Online Now**
3) **Check the box** to agree to the terms and conditions and then press **Submit**
4) Fill in the following information:
   a. Sponsor Code is **USGA-UGA**
   b. Coverage Start Date is the day that you leave for your program*
   c. Coverage End Date is the day that you return from your program*
      i. *Please note: Students participating in official UGA study abroad programs are already covered for their official program dates, plus one additional day on each end (to account for travel delays). If you want to enroll for additional travel, you should end your enrollment two days before your official program dates, or start it two days after. For example, if your program ends on April 9th, you will be covered through April 10th by your program. If you want to travel after your program, you should start your enrollment on April 11th. If you have any questions, contact the Office of International Education.
   d. Birth Date is your date of birth in the format DD-MMM-YYYY
   e. Country is the first (or only) country you will travel to.
   f. City is the first (or only) city you will travel to.
   g. Press **Next**.
5) Make sure the policy is selected and then press **Next**.

6) Enter your personal information, mailing address, and program name:
   a. **Program Name** is the name of your education abroad program. For example, “UGA – Franklin – UGA à Paris”
   b. You do not need to enter anything for Participant ID.
7) Fill in your billing address and credit card information and then click **Next**.

8) Confirm your enrollment on the final page to complete the enrollment process.

If you have any questions, please contact the Office of International Education

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