

University of Georgia Office of
International Education

CISI Travel Insurance Enrollment

Instructions for University of Georgia Travelers

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**

The screenshot shows a web browser window displaying the CISI Portal. The browser's address bar shows the URL <https://www.mycisi.com/CISIPortalWeb/default.aspx>. The page header includes the CISI logo (Cultural Insurance Services International) and the text "myCISI". The main content area is titled "Welcome to the Cultural Insurance Services International's (CISI) Portal". Under the "For Individuals" section, there are three bullet points: "Enroll yourself (with a valid credit card)", "Get ID card and consulate letter instantly upon successful completion of our easy step-by-step enrollment process.", and "Get detailed coverage brochure with claim form". Below this is the "Self-Enrollment Overview" section, which contains two paragraphs of text. The second paragraph states: "Upon successful completion of self-enrollment, you will receive an email from 'CISI Enrollments' containing your personalized ID card and consulate letter as well as a detailed coverage brochure with claim form." A red arrow points to a green button labeled "Apply Online Now" which is circled in red. To the right of the main content are three promotional boxes: "Have a Question?" with contact information for CISI enrollments, "International Moneycards" with a "Click here" link, and "AT&T Study Abroad Plans" with a "Click here" link. The footer contains a "Privacy Policy" link and copyright information for Cultural Insurance Services International (CISI) in Stamford, CT.

3) **Check the box** to agree to the terms and conditions and then press **Submit**

myCISI Cultural Insurance Services International

Self Enrollment

- 1. Agreement
- 2. Select Sponsor
- 3. Review Plan
- 4. Personal Data
- 5. Payment
- 6. Confirmation

Agreement

I understand that in order to be eligible for this Group insurance, all of the following statements about myself must be true:

- I am a participant of an international education program that has a group insurance plan in place with CISI.
- I certify that the personal information, which I will provide on the application that follows, will be truthful and accurate.

I have read the above and agree with the stated terms and conditions.

Next →

Have a Question?
Email CISI enrollments@culturalinsurance.com
or call toll-free (800) 303-8120

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- 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**.

The screenshot shows the 'myCISI' Self Enrollment form. The browser address bar displays 'https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx'. The page header includes the CISI logo and 'myCISI' text. A sidebar on the left lists the enrollment steps: 1. Agreement, 2. Select Sponsor, 3. Review Plan, 4. Personal Data, 5. Payment, and 6. Confirmation. The main content area is titled 'Self Enrollment' and contains the following sections:

- Affiliated sponsor and travel information:** This section is highlighted with a red box and labeled '1.'. It includes fields for:
 - Sponsor Code: *USGA-UGA
 - Coverage Start Date: * (with a help icon and example 'e.g. 23-Feb-1992')
 - Coverage End Date: * (with a help icon and example 'e.g. 23-Feb-1992')
 - Birth Date: * (with a help icon and example 'e.g. 23-Feb-1992')
- Study abroad destination:** This section contains a blue informational box stating: 'If you are travelling to more than one country, please provide the first destination. Once enrolled, we strongly advise you to update your full itinerary using My Itinerary section of our myCISI portal. We use this data exclusively to assist you in providing emergency services. Our service is based on the accuracy of the itinerary you provide.'
- Country and City:** This section is highlighted with a red box and labeled '2.'. It includes:
 - Country: * (dropdown menu)
 - City: * (text input field)
- Navigation:** At the bottom, there is a 'Next' button with a right arrow and a 'Home' button with a house icon. This area is highlighted with a red box and labeled '3.'. A '* Required Fields' label is also present.

On the right side of the page, there is a 'Have a Question?' section with contact information: 'Email CISI: enrollments@culturalinsurance.com or call toll-free (800) 303-8120'. A small photo of a customer service representative is also visible.

At the bottom of the page, the footer text reads: 'All content copyright © Cultural Insurance Services International (CISI) | 1 High Ridge Park | Stamford, CT 06905'.

5) Make sure the policy is selected and then press **Next**.

CISI Cultural Insurance Services International myCISI

Self Enrollment

1. Agreement
2. Select Sponsor
3. Review Plan
4. Personal Data
5. Payment
6. Confirmation

Coverage Details
Coverage Start Date: 11-Jun-2015
Coverage End Date: 30-Jul-2015

Premium information

Select Policy	Policy Number	Plan Type	Coverage	Period(s) * Rate = Premium
<input checked="" type="radio"/>	15 GLM N10820680	DAILY-PARTICIPANT ONLY-0-99	View	49 * \$1.28 = \$62.72

← Previous **Next** → Home

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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.

CISI Cultural Insurance Services International myCISI

Self Enrollment

1. Agreement
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Personal Data

First Name * Test
Last Name * Student
Gender * FEMALE
Email * goabroad@uga.edu
Phone

Mailing Address

Country * US - United States
Address 1 * 225 Broad Street
Address 2
Address 3
Address 4
Address 5
City * Athens
State * GA - GEORGIA
Zip * 30606 -

Your sponsor specific information

Program Name
Participant ID

← Previous **Next** → Home

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7) Fill in your billing address and credit card information and then click **Next**.

CISI
Cultural Insurance
Services International

myCISI

Self Enrollment

1. Agreement
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4. Personal Data
5. Payment
6. Confirmation

Invoice Details
Coverage Start Date 11-Jun-2015
Coverage End Date 30-Jul-2015
Policy Number 15 GLMN10829880
Total Premium \$62.72

1. **Billing Address**
Same as contact address. ?
Country *
Address 1 *
Address 2
Address 3
Address 4
Address 5

2. **Payment Details**
Card Holder's Name *
Credit Card # * ?
Expiration Date * -
 I agree to have my credit card charged an amount of \$62.72

3. Please do not refresh this page

← Previous **Next** → Home

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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
goabroad@uga.edu | 706-542-2900