

Self-Enrollment Checklist

All students participating in a Texas A&M University **Reciprocal Education Exchange Program (REEP)** or internships programs sponsored by the **Texas A&M Career Center, L.T. Jordan Institute or Public Policy Internship Program** are **required** to purchase the group health plan offered through Cultural Insurance Services International (CISI). Students on **transfer credit programs, or traveling independently to participate in a conference, research, internship or international volunteer experience** are **strongly encouraged** to enroll this plan.

In addition to a comprehensive health insurance plan, the A&M CISI policy includes medical and security evacuations, trip delay and cancellation protection, and repatriation of remain, if needed, and 24/7 emergency assistance insurance.

Enrolling in the plan is simple. Just follow the instructions below. **Please be sure to read all instructions carefully.**

To Get Started...

1. Have a valid credit card ready to use (Visa, MasterCard, or American Express) as well as your student ID card, if applicable.
2. Go to the [CISI Self Enrollment site](#) and click "Apply Online Now!"

Note: If the link does not work, you can go to: www.culturalinsurance.com and "Find My Group's Plan" under the "Quick Links for Members" section. Or go to: <https://webapps3.aifs.com/CISIPortalWeb/>

Confirm Your Eligibility

- You must certify that you are eligible for the group insurance plan by accepting the stated terms and conditions of the policy prior to moving on to the next screen.

IMPORTANT NOTE: All completed enrollments can be verified by program administrators. Students not affiliated with a member institution's education abroad program are not eligible to apply for the coverage.

Enter Your Sponsor Information

- IMPORTANT:** The group sponsor code is **TAMUS-SE**. Please be sure to type this code exactly as indicated in all capitalized letters.
- Coverage Start/End Dates: These are the dates of your program, from departure to arrival back home. The earliest your coverage can begin is two days after enrollment on the CISI Self Enrollment Site.
- Study Abroad Location: This is the main country where your program is located. After selecting your location, click "Next" to continue.
- If your program is multi-country in nature, please select the region from the drop-down menu (such as "Asia" or "Europe" or "Worldwide").
 - If you are attending a program in Rome, for example, you should only select "Italy" as your destination even if you think you might travel to other countries during the program.

- Please note that the only country where coverage can not be offered is Cuba.

Review the Plan

- The premium for your trip will be automatically calculated based on the coverage dates you provide. Please note that there is a 5-day grace period for the monthly rate.

The rate is \$1.28 per day.

However, there is a minimum charge of \$8.96 for programs lasting from 1 to 7 days.

- Please review your coverage dates and premium and click “Next” to continue.

Entering Your Personal Data

- Please enter your first and last name as it appears on your passport as well as your gender.
- Please provide an email address where you would like to receive your policy information and a phone number where you can be reached in the event there are problems processing your application.
- The address you provide should be the main address where you receive mail.
- Please enter the name of your program if applicable (but keep this limited to less than 50 characters).
- Your Participant ID number is your UIN (student ID number).
 - If you are a visiting student on a Texas A&M program and do not have a UIN, please enter your home school’s student ID number or leave this field blank.
- Click “Next” to continue.

Payment

- Please enter the billing address associated with your credit card or click “Same as contact address” if applicable.
- After entering in your credit card details, you must check the box at the bottom of the page in order to proceed.

Confirmation

- Upon successful enrollment, please print the confirmation page for your records as well as your ID card (available by clicking on the appropriate link at the bottom of the confirmation page). Make sure you put the ID card in your wallet and keep it with you at all times.
- Your new ID card and materials will also be sent as PDFs to the e-mail address you provide.
 - **Depending on your email system and spam settings, there may be a delay in getting this information. Because of this, it is strongly recommended that you print your confirmation page and ID card from the enrollment website.**
 - Both the Self Enrollment confirmation page and the CISI email contain information on how to access the myCISI Participant Portal.
 - The Participant Portal contains travel resources and links and can be used for accessing your ID card if you lose it while abroad.