

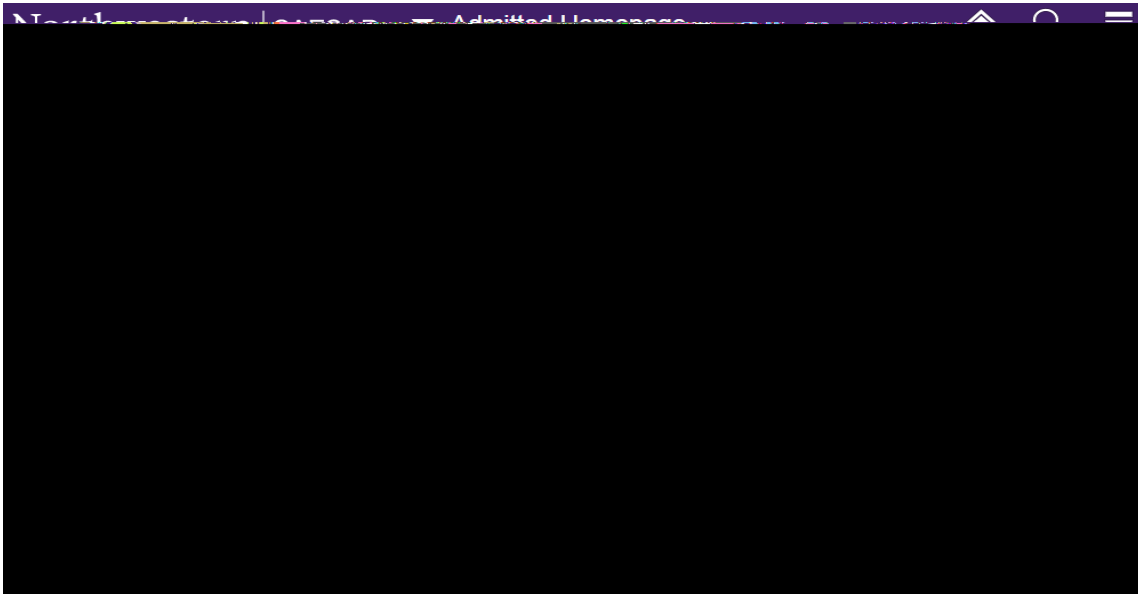
## Instructions for Enrolling in the Northwestern University Student Health Insurance Plan (NU-SHIP)

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/>.

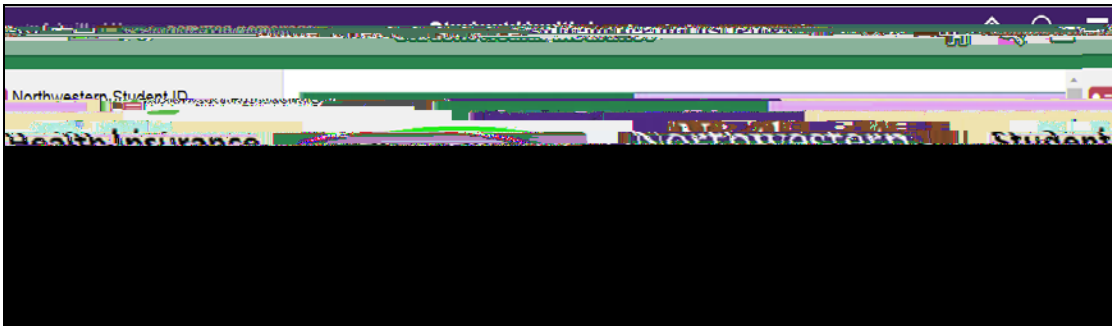
**Please note: Northwestern University requires all degree-seeking international students – students holding a J-1 or F-1 U.S. visa – to maintain enrollment in the NU Student Health Insurance Plan (NU-SHIP) for the entire time they are studying at Northwestern).**

**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.



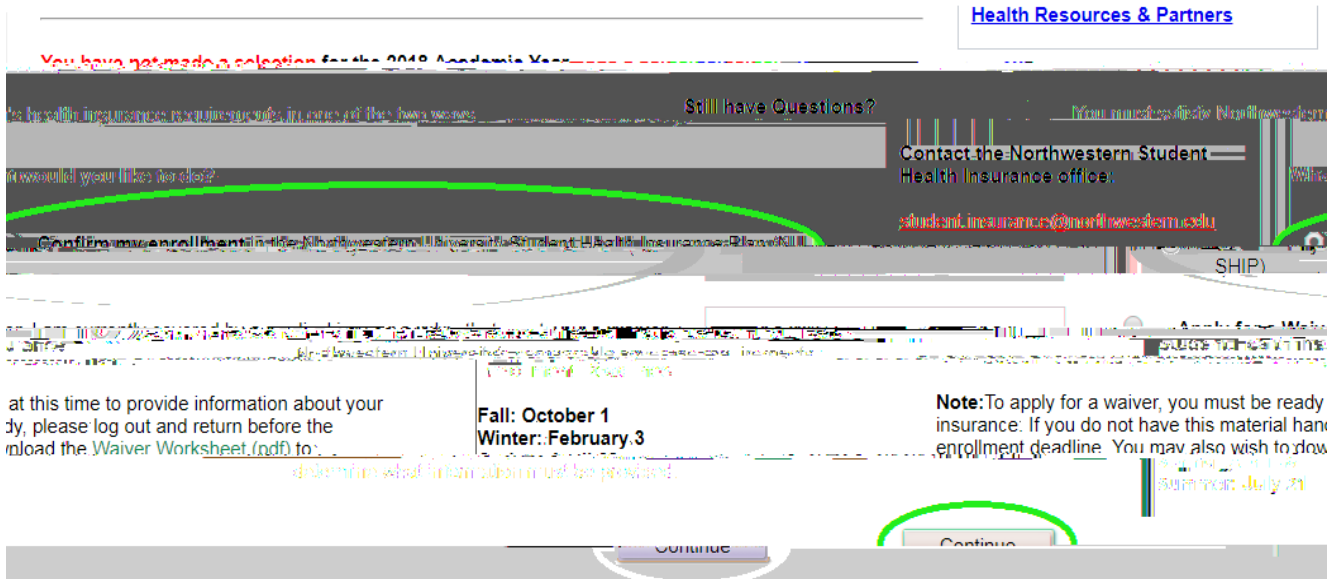
**Step 3** Click on **Student Health Insurance** in the left hand menu.



The **Northwestern Student Health Insurance** page appears. Review the Northwestern insurance requirements before proceeding.

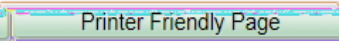

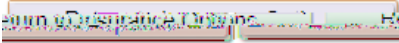
**Step 4** Select **Confirm my enrollment** to enroll in the Northwestern University Student Health Insurance Plan (NU-SHIP) by placing your cursor inside the “ ” radiobox provided to the left of the text.

Press  to proceed.




**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 .

**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*