

## **Self-Enrollment Checklist for SDBOR International Students & Scholars**

The Self-Enrollment portal lets international students & scholars enroll themselves directly in the evacuation insurance plan created for the South Dakota Board of Regents (with a valid credit card). Dependents (spouses and children) of international students and scholars cannot use the self-enrollment portal. Please submit the appropriate Dependent Enrollment Form AFTER enrolling in the insurance online.

Upon successful completion of self-enrollment, you will receive an email from "CISI Enrollments" containing your personalized ID card and other policy documents.

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 handy (Visa, MasterCard, or American Express) as well as your group sponsor code. Your group sponsor code is SDBOR-EVAC SE.
2. Go directly to the CISI Self Enrollment site and click “Apply Online Now!”

SDBOR SELF ENROLLMENT SITE [DIRECT LINK:](#)

( <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx?sponsor=SDBOR-EVAC SE> )

Note: If the link above does not work for you, you can go to [THIS LINK:](#)

( <https://www.mycisi.com/CISIPortalWeb/pub/SelfEnrollment.aspx> )

### **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. International students & scholars not affiliated with the South Dakota Board of Regents (SDBOR) are not eligible to apply for the coverage.*

### **Sponsor Information**

- If your sponsor information is not already present in the SPONSOR CODE line, then please enter your group sponsor code: **SDBOR-EVAC SE** (Use capital letters as indicated).
- Coverage Start/End Dates: This is the date of your program, from departure to arrival back home. The earliest your coverage can begin is two days from now.

- Study Abroad Location: Select “United States” from the drop-down menu. Then type in a city name or names (this is an open text field). After selecting your location, click “Next” to continue.

### **Review the Plan**

- The premium for your trip will be automatically calculated based on the coverage dates you provide.
- 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 if there are problems processing your application and in case of emergencies.
- The address you provide should be the main address where you receive mail.
- Please enter in the name of your program if applicable (but keep this limited to less than 50 characters).
- Your Participant ID number is your student ID number. This field is not required.
- 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. :**

**Questions? Please contact CISI:  
800-303-8120 | [enrollments@culturalinsurance.com](mailto:enrollments@culturalinsurance.com)**