

# Hofstra University

## Student Travel Abroad

### Accident & Sickness Insurance Plan

#### Enrollment Instructions

Hofstra University requires that all students participating in the Study Abroad programs secure appropriate accident and sickness coverage before leaving for their course of study. Please follow the enrollment procedures outline below.

1. Go to the web site: [www.ajfusa.com](http://www.ajfusa.com)
2. On the web site home page, go to the section entitled How Can We Help.
3. Under the How Can We Help section, choose the link for College & University Students.
4. From the College & University Students web page, choose the link for New User Click Here to Register.
5. Fully complete the registration form so that you can create a User Name and Password. Complete the form in the order the questions are asked. Please note that the Password is case sensitive. The policy number is GBL9109422. You will need to have this policy number when you complete the registration form.
6. Once you have completed the registration form, Login using your User Name and Password.
7. Once you have logged in, click on the link to view the Study Abroad Brochure. In order to enroll, each student must confirm that they have read the brochure describing the plan benefits and limits.
8. Once you have reviewed the brochure, go back one page and choose the link to Enroll Online-Travel Abroad Program Only.
9. Complete the travel abroad enrollment form in full. Respond to each question in the order presented. All questions must be answered.
10. Payment can be made online using a Visa, Mastercard, or Discover card or you can make payment by check.
11. If you choose to complete the purchase online, once the form is completed, click on the Submit box and choose the link to print an Identification Card.
12. If you choose to pay by check, complete the enrollment form (but do not click on Submit), print the completed form out and mail it with a check for the premium due to: The Allen J. Flood Companies, 2 Madison Avenue, Larchmont, N.Y. 105338. An identification card will be mailed to you upon receipt of the fully completed enrollment form and the premium payment.

**Please Note:** Prior to departure, if a student has a question regarding insurance, please contact Linda Marino at the Allen J. Flood Companies, 800 734 9326, at extension 235. Once abroad, students can call 01 713 267 2525. It is important to note that the caller needs to reference the policy number (GBL9109422) and policyholder (Hofstra University).