**Instructions for ordering insurance for study abroad/away programs.**

All departmental programs must order the insurance for students through Risk Management.

#1. Download the student list from your [program leader page](https://www.purdue.edu/ippu/apps/programleader/) under “Program Forms” and then “Insurance”:

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#2. Open the list of students and save to your computer.

#3. Open the appropriate form: RM23 (international) or RM 05 (domestic) located on the [Risk Management forms site](https://www.purdue.edu/business/risk_mgmt/Forms/index.html).

#4. Complete the top section of the form entering the program/department/account information.

#5. Click the “Submit” button. You will receive a notification that an incident has been submitted and you will need to “attach a file”. Please attach the list of participants that you saved to your computer.

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#7. The person listed in the “Send ID Card To” section will receive an email once the students have been entered into Risk Management system.

#8. Notify PL leader or students that the insurance has been ordered and students should carry the [Insurance ID card](https://www.gallagherstudent.com/faqs/5069.pdf) with them during their travels.