



**Need To Stay Covered?**



The George Washington University  
Benefits Administration  
45155 Research Place, Suite 160  
Ashburn, VA 20147

Did you know that you may be eligible to convert and/or port some or all of your Standard Insurance Company Group Life policy coverage?

Converting allows you to buy an individual life insurance policy while porting allows you to buy group term life portability insurance. To begin the application process:

1. Review your Certificate(s) of Insurance for eligibility details on the GW Benefits Administration website at [benefits.gwu.edu](http://benefits.gwu.edu).
2. Call the phone number below to request an application.
3. To convert Life insurance, send your application and premium payment within 60 days after your coverage was reduced or ended.
4. To port Life insurance, send your application and premium payment within 60 days after your employment terminated.

## Questions?

You can reach us at 800.368.1135 or email [CBT@standard.com](mailto:CBT@standard.com).

