

DID YOUR UNIVERSITY ASK YOU FOR A CERTIFICATE OF INSURANCE (COI)?

GOOD NEWS: WE'VE GOT YOU COVERED!

For an Event:

If the university is requesting proof of insurance for a specific event, you'll need to submit a separate certificate request.

👉 Use this form: <https://mjsorority.com/services/certificates/events>

For the Annual Policy Term:

If they're asking for a general certificate showing your chapter has insurance for the school year—

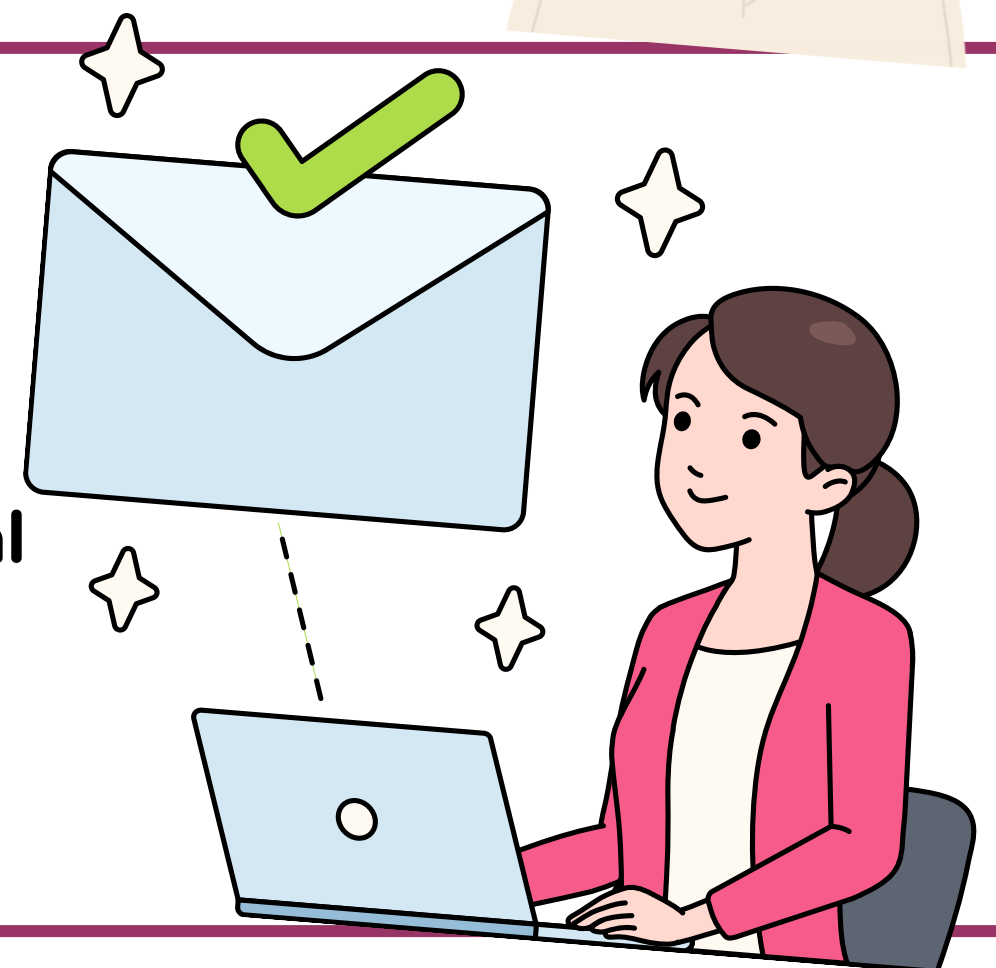
👉 we've probably already taken care of it.



WHAT HAPPENS AUTOMATICALLY

Each year, MJ Sorority sends insurance certificates directly to your university if they have previously requested one:

- Sent annually based on **your organization's policy renewal date**
- Sent to the appropriate university contact
- Includes all required liability coverage details



WHAT HAPPENS IF YOUR UNIVERSITY NEEDS ANOTHER COI

If your university can't locate the certificate, try these steps first:

- Confirm who at the university typically receives insurance documents
- Check with your Greek Life or Student Affairs office



STILL NEED HELP?

If your university still needs a copy, no problem!

Submit a request here:

🔗 <https://mjsorority.com/services/certificates/non-event>



CHECK OUT OUR WEBSITE

Learn more about Certificates of Insurance and much more at:

🔗 mjsorority.com

