



ADDING SPOUSE FORM

POLICY

Please be advised that CBIE is not authorized to adjust the MLA rate due to marriage until the Ministry provides a marital status change decree to CBIE, through official channels, approving the adjustment.

Student name: _____ **Libyan National ID Number:** _____

Institution: _____ **CBIE student number:** _____

Student address: _____

Telephone number: _____ **Email:** _____

Name of Spouse: _____ **Libyan National ID Number:** _____

Date of Birth of Spouse: _____

Date of Marriage: _____

Please complete this form, and attach the following documents pertaining to your spouse:

- a) Copy of an official marriage certificate (and for those students who are married outside Libya, note that the certificate must be notarized by the Libyan Embassy in North America)
- b) Copy of passport identification pages
- c) Copy of visa and entrance stamp
- d) In Canada: Copy of visitor record; In U.S.: Copy of I-94

I have provided CBIE with the above-mentioned documents and request that my status be changed from Single to Married upon receipt of an official decree from the Ministry.

Signature of Student

Date

Please return this form to CBIE by email to: Canada: insurance.ca@cbie.ca; U.S.: insurance.us@cbie.ca

For CBIE Use Only

Date of Decree Received: _____ Total MLA Approved: US\$ CA\$ _____

Authorization Date: _____ Adjusted on MLA Effective Date: _____

Program Administrator: _____ Date: _____