

VCU has transitioned to an online submission system for immunizations. Please read the instructions carefully to ensure you use the correct form and upload all supporting documentation. All students with a Fall 2017 academic start date will use the new system. Students with a Spring 2017 start are asked to use the new system. Do not complete both Certificate of Immunization forms. If you are unsure which form you need to complete, please call the VCU Student Health Immunization Department at (804) 827-8047 with any questions.

Academic Campus (non-Health Science students): All full-time students are required to complete the Certificate of Immunization. All students are required to complete the tuberculosis screening.

Health Sciences Campus (Accepted into the Schools of Allied Health Profession, Dentistry, Nursing, Medicine and Pharmacy): All students, full-time and part-time, must complete the Health Sciences Certificate of Immunization and tuberculosis screening/testing unless in an exempted Health Sciences Program. If you are enrolled in an exempted Health Sciences program and are a full-time student, please follow the academic campus instructions above. The current Health Sciences Exempted Program list is available on the VCU Student Health web page at <https://students.vcu.edu/media/student-affairs/ushs/docs/HealthSciencesExemptedProgramsWEBSITEAKJ122016.pdf> and is subject to change at the discretion of the Office of the Dean of each school. Please check the Student Health Website for updated information if the above link has been updated. Students on a pre-med or pre-nursing track should use the academic forms, not the Health Sciences forms.

CERTIFICATE OF IMMUNIZATIONS INSTRUCTIONS

Please note, you will be able to access your Student Health Webportal five (5) business days AFTER you have registered for classes. You will need your VCU eID and password.

Step 1: Have the VCU Certificate of Immunization paper form completed by your healthcare provider or immunization records signed by your healthcare provider. Your proof of immunizations must be uploaded to the Webportal once you have entered the data on the Student Health Webportal form.

Step 2: Complete the online VCU Certificate of Immunization form using the dates provided by your healthcare provider on the paper form. To access this form, click on the underlined "Initial VCU Certificate of Immunization Form". Further documentation uploading may be required as defined in the form. The dates must be entered using the MM/DD/YYYY format (e.g. 02/14/2010).

- You can save your form to complete at a later time by clicking on "COMPLETE LATER." Once you press "SUBMIT," you will no longer be able to view or edit the form.
- Keep a copy of your immunizations for your personal records.
- You will receive a preliminary secure message advising that your documents have been received.
- Please allow 15 business days after submission of the form and required uploaded documents for final administrative review. Once reviewed, you will receive a secure message regarding your immunization record status. This secure message, which you will receive via your VCU email address, will either inform you of the approval of your documentation or if further action is required.
- Please call the VCU Student Health Immunization Department at (804) 827-8047 with any questions.

Step 3: To UPLOAD your immunization documents, go to the "DOCUMENT UPLOAD" tab at the top of this web page. Then, choose which type of document you will be uploading (e.g. immunization documentation). Press "BROWSE..." to search for the document from your computer or device and press "SAVE." **Do not upload documents more than one time.**

TUBERCULOSIS (TB) SCREENING SURVEY INSTRUCTIONS

Step 1: Click on the “[Tuberculosis \(TB\) Screening Form](#)” and complete. Based upon your answers and academic program of study, you may receive a [Follow Up TB Screening](#) form that must be completed. All Health Sciences students (excluding exempted programs) will be required to complete the [Follow Up TB Screening](#).

Step 2: The form will advise you if documentation is required and upload the required documentation. To UPLOAD your Tuberculosis screening documents, go to the “DOCUMENT UPLOAD” tab at the top of this web page. Select the type of document you will be uploading (e.g. Tuberculosis Screening Documentation). Then, press “BROWSE...” to search for the document from your computer or device and press “SAVE.” **Do not upload documents more than one time.**

Step 3: You can save your form to complete at a later time by clicking on “COMPLETE LATER.” Once you press “SUBMIT,” the form will be sent for administrative review and you will no longer be able to view or edit the form.

MISCELLANEOUS INFORMATION:

Do not submit records multiple times. Please upload your documents via your webportal instead of email or fax. This is the most efficient and timely way to have your records processed.