



VCU

Submitting Immunization Records Through Student Health Web Portal

Due Dates:

Monroe Park Campus: 30 days AFTER semester starts

MCV Campus: 30 days BEFORE program starts

DIRECTIONS

1. Obtain immunization record from your licensed medical provider. (Forms available at health.students.vcu.edu/immunizations under “Forms & Documents.”)

List of acceptable documents:

- VCU Certificate of Immunization: Monroe Park Campus
 - VCU Health Sciences Certificate of Immunization: MCV Campus (Allied Health, Dental, Medical, Nursing and Pharmacy students only)
 - An immunization record from your doctor’s office, high school, local health department, previous university/college or the U.S. military, pharmacy
 - Blood antibody tests reports (titers)
 - Chest X-ray report (if history of positive tuberculosis testing. X-rays must be done within 6 months of program start for Health Sciences students)
2. Enter (type in) the vaccine information
 - Go to health.students.vcu.edu/web-portal. Select “Web Portal Login.” Use your eID and password
 - Click “Pending Forms”
 - Select the form you need to complete
 - Type in the vaccine dates and/or blood test (titer) dates/results into the portal form (Blood titer results: Positive = consistent with immunity; Negative = not consistent with immunity)
 - Click the “Submit” button
 3. Upload the immunization document (record)
 - Select the type of document you need to upload
 - Click the “Browse” button to locate your document on your device. (File size cannot exceed max size of 2048Kb)
 - Click “Save” to submit

IMPORTANT: Check your Student Health Web Portal regularly to read your “Secure Messages” under the “Messages” tab. This is how Student Health communicates with you.

You can also submit records by email attachment, fax, in person or mail. See contact information below. These methods may require a longer processing time. For more information regarding immunizations and web portal access, visit health.students.vcu.edu/immunizations.

Student Health, Monroe Park Campus
1300 West Broad Street, Suite 2200
Richmond, VA 23284-2022
804-827-8047 Immunization Department
804-828-1093 Fax

Student Health, MCV Campus
1000 E. Marshall Street, Room 305
Richmond, VA 23298-0201
804-828-9220
804-828-3181 Fax