New Students
How to Submit Your Immunization Requirements

1. **Print** the Immunization Requirements Form and give it to your health care provider for completion or **obtain** an official copy of your immunization history.

2. **Visit** the PyraMED Student Health Portal. All new users must register first.

3. **Upload** immunization history documents by scanning from your computer or taking a picture on a smartphone. Go to the Document Upload menu, select Immunization History as the file type, and click Save.

4. **Complete** all forms in the My Forms menu. Fill out the Immunization History Form. Enter your immunization dates or exemption and submit.
   - If you are under the age of 18 and would like to request an immunization exemption, a hard copy **form** must be signed by the parent or legal guardian and uploaded through the Document Upload menu.

5. **Confirmation** is sent to you through the Messages menu in the PyraMED Student Health Portal. Records are processed in two to five business days. You will receive a message stating your submitted requirements are processed and/or if additional information is required.

Note: For assistance, please contact Student Health Services by email at studenthealthservices@kean.edu or call (908) 737-4880.