



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 and COVID-19 vaccination documents by scanning from your computer or taking a picture on a smartphone. Go to the *Document Upload* menu, select *Immunization History* and *COVID-19 Vaccine* as the file type, and click *Save*.
4. **Complete** all forms in the *My Forms* menu. Fill out both the *Immunization History Form* and the *COVID-19 Vaccine 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.