KEAN wellness center

Returning Students
How To Submit Your COVID-19 Vaccine Form

1. Register for a Student Health Portal account
    a. Existing users should log in at, kean.studenthealthportal.com
2. Fill out and submit the **COVID-19 Vaccine Form** in the **My Forms** section of the portal; select **one** of the following options for reporting.

    a) **Submit Vaccines:** Type the vaccine dates in the form and submit it. Scan or take a picture on a smartphone of your vaccine documents, go to the Document Upload section, select COVID-19 Vaccine as the file type, and save it.
    b) **Kean Online Waiver:** If you are a Kean Online student, you must select the online waiver option and submit the form to request a waiver. You do not need to submit a vaccination record unless you plan to come to campus for any reason. Your status as a Kean Online student will be verified by the Office of the Registrar.
    c) **Medical Exemption**: Upload a written statement from your healthcare provider* that details the medical reasons for your exemption based on CDC guidelines. This exemption must be renewed each year. If you tested positive for COVID-19 within the past 90 days, you must submit a positive COVID test result and begin the vaccination series 90 days from the positive test result. You will be required to submit proof of a vaccination at a later date. *A healthcare provider is a licensed physician of medicine or osteopathy, or an advanced practice nurse in any jurisdiction of the United States.
    d) **Religious Exemption:** Provide a signed statement within the form explaining how the administration of immunizing agents conflicts with your bona fide religious beliefs. A general philosophical or moral objection is **not** sufficient for an exemption on religious grounds.
    e) If you are a minor, a COVID-19 Medical or Religious Exemption or a COVID-19 Kean Online Student Waiver form must be signed by the parent or legal guardian and submitted through the student health portal.

You will receive a secure message to the student health portal once your COVID-19 form has been processed and/or if additional information is required. For assistance, please email Student Health Services at studenthealthservices@kean.edu or call (908) 737-4880.