



Returning Students

How to Submit Your COVID-19 Immunization Requirement

1. **Obtain** an official copy of your COVID-19 vaccination documents.
2. **Visit** the PyraMED Student Health Portal.
3. **Upload** your COVID-19 vaccination documents by scanning from your computer or taking a picture on a smartphone. Go to the *Document Upload* menu, select *COVID-19 Vaccine* as the file type, and click *Save*.
4. **Complete** the *COVID-19 Vaccine Form* in the *My Forms* menu. Enter your immunization dates or exemption and submit.
 - a. 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.