KEAN Wellness Center

Returning Students

How to Submit Your COVID-19 Immunization Requirement

1. **Obtain** an official copy of your COVID-19 vaccination.

2. **Register** for a Student Health Portal account
    a. Existing users should login at kean.studenthealthportal.com

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 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** of completed immunizations requirements is sent to the Student Health Portal in the *Messages* menu. You will receive a message when the requirement 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.