Steps for completing Student Health Center five required forms

Step 1:
Go to Wellness portal http://wellnessportal.rit.edu

Step 2:
Click on "My Forms" on the top banner (Only students have access to this portal) to view the 5 forms.

Please complete your forms as soon as possible.

Physician Verification Form:
Once you have completed the immunization form, you will receive a physician verification form in your RIT email (about 1/2 hour after completing immunization form). Your physician needs to review the information and then sign, date and stamp form. Once your physician returns the verification form to you, go to step 3.

Immunization Records:
Immunization records from your doctor's office or school, may be used as your verification documentation. All records must be in English.
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Step 3:

Three ways to send in your documentation:

1. Upload into the wellness portal. This is the preferred way.
   a. Go to the wellness portal http://wellnessportal.rit.edu/
   b. Locate Document Upload
   c. Select Document Type - immunization physician verification form/record or tuberculosis clinical assessment form

   d. Click on Browse to upload document from your computer.

   e. Click save.

2. Email studenthealth@rit.edu
3. Fax 585-475-7530

Please Note: If you have uploaded your document into the wellness portal, you do not need to email or fax your document to Student Health Center. Please allow up to a week for processing.
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Step 4:

Once you have filled out your on-line forms and submitted all required documentation, you can check your status by referring to the checklist on the portal.

![Student Health Checklist](image)

Please Note: The wellness portal will not change until system updates after 7pm ET.

A green ✓ means you have completed that process.

A red X means a process or form has not been completed and cannot be approved.

A yellow! (Exclamation point) means you are in process and you need to:

- Complete a form or
- Send in more information or
- Complete a vaccination series.

Meningococcal receipt of information on the immunization form requires a signature from ALL students enrolled in 6 or more credit hours. Signature must be completed before the start of classes.

The Student Health Center staff is ready to assist you with any questions or concerns that you may have. Please contact us by email: studenthealth@rit.edu or call 585-475-2255.