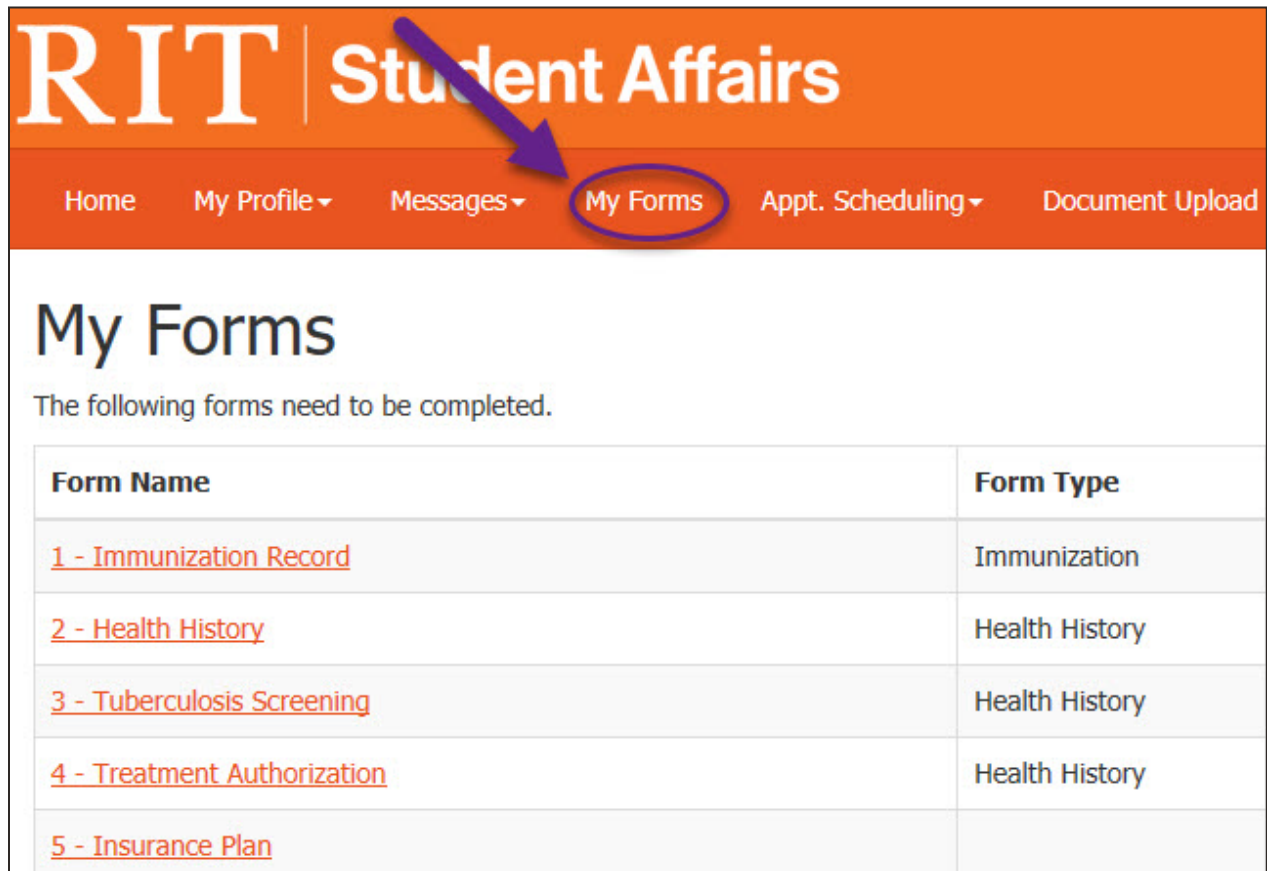


Immunization Forms: Step-By-Step Guide

- 1** Go to the Wellness portal by going to: **wellnessportal.rit.edu**
- 2** Click on “My Forms” on the top banner to view the forms to be completed.
Note: These forms are only available to students.



Form Name	Form Type
1 - Immunization Record	Immunization
2 - Health History	Health History
3 - Tuberculosis Screening	Health History
4 - Treatment Authorization	Health History
5 - Insurance Plan	

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.

-OR-

Immunization Records:

Immunization records from your doctor's office or school, may be used as your verification documentation.

All records must be in English.

3

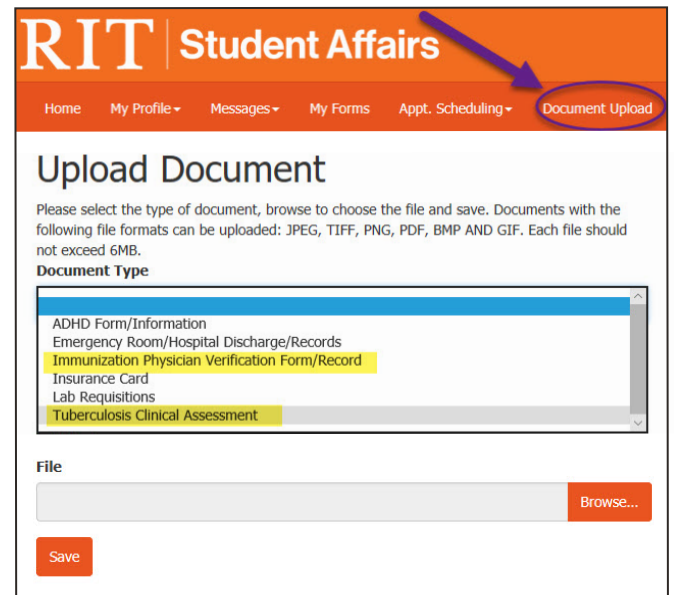
There are three ways to submit your forms.

1. Upload Online (Preferred)

- A. Locate the 'Document Upload' tab
- B. Select 'Document Type' - Immunization Physician Verification Form/Record or Tuberculosis Clinical Assessment form
- C. Click on 'Browse' to upload document from your computer
- D. Click 'Save'

2. Email studenthealth@rit.edu

3. Fax 585-475-7530



4

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

Student Health Checklist	
✗	Immunization Record
✓	Physician Verification
✓	MMR (Measles, Mumps, Rubella) Vaccinations
✓	Meningococcal Meningitis Vaccination
✓	Receipt of Meningococcal Information
!	Health History
✗	Tuberculosis Screening
✗	Insurance Information & Treatment Authorization



You have completed that process.



A process or form hasn't been completed and cannot be approved.



You are in process and you need to:

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

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

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.**