

How to Submit

- 1) Make sure your health provider completes and signs the form and provides copies of applicable lab reports. All lab reports must indicate your name and date of birth.
- 2) Scan these documents. *NOTE: Your files can be no larger than 4 MB. (Scan in black and white or at a setting of 150 DPI to achieve a smaller file.)*
- 3) Visit our website at campushealth.tulane.edu/immunizations and review all requirements before submitting this form.
- 4) **Log on to the Patient Portal** at campushealth.tulane.edu/patient-portal using your Tulane log-on credentials. It may take up to three business days after you receive your Tulane email account before you can access the Patient Portal. If you still cannot log in to the Patient Portal after three days, please contact the immunization office for assistance at immunizations@tulane.edu.
- 5) **Choose Immunizations and Enter Dates.** Fill in all the dates and information copied directly from your form. When finished, click "Submit".
- 6) Next, use the **Upload Documents** link to upload your scanned copy of the completed form along with any necessary lab reports.
- 7) Once your form is uploaded, it may take up to five business days for the form to be reviewed and verified. Check your Tulane email regularly for notification of secure messages from the Health Center.
- 8) **You will receive a secure message** via the Patient Portal notifying you whether your records are either
 - (a) in compliance which allows you to register for classes or
 - (b) out of compliance which means you cannot register for classes until you upload the additional records specified via secure message.
- 9) All communication regarding your immunization records is private and visible only via the Patient Portal. You will receive a secure message notification in your Tulane email directing you to the Patient Portal. You should **submit health information only via the Patient Portal** and never by email.
- 10) You will be eligible to register for classes **only** once your immunization records are in compliance with University policy and Louisiana law.

Students who want to request an exemption/waiver from immunizations, visit campushealth.tulane.edu/immunizations for instructions.

For assistance, please email
immunizations@tulane.edu.

REMINDER

After you submit this form, there are additional steps you must take to achieve full immunization compliance.

- 1) **Individual TB Risk Assessment** must be completed via the Patient Portal through the Forms section. If applicable, Tuberculosis Screening test (IGRA or TST) should be done within 6 months prior to enrollment date. T-spot IGRA Tuberculosis blood tests are only accepted if performed in the U.S.
- 2) Follow the latest University requirements regarding **COVID-19 and Influenza vaccinations**. For more information visit campushealth.tulane.edu/immunizations.