



## New Students

### How to Submit Your Immunization Requirements

1. **Print** the Immunization Requirements Form and give it to your health care provider for completion **or obtain** an official copy of your immunization history.
2. **Visit** the PyraMED Student Health Portal. All new users must register first.
3. **Upload** immunization history documents by scanning from your computer or taking a picture on a smartphone. Go to the *Document Upload* menu, select *Immunization/Vaccine History* as the file type, and click *Save*.
4. **Complete** all forms in the *My Forms* menu. Fill out the *Immunization History Form*. Enter your immunization dates or exemption request and submit.
  - **Medical Exemptions:** Your healthcare provider must complete the [NJDOH Medical Exemption Request Form](#). Students must upload the completed request form to the Student Health Portal in the *Document Upload* menu as Medical Exemption (Immunizations ONLY) AND fill out the Medical Exemption portion of the *Immunization History Form* located in the *My Forms* menu of the Student Health Portal.
  - **Religious Exemptions:** Students can request a Religious Exemption using the [Request For Religious Exemption Form](#) or in the Religious Exemption portion of the *Immunization History Form* located in the *My Forms* menu of the Student Health Portal.
  - **Online Waivers:** Students taking online courses ONLY may request an online waiver using the [Online Waiver Form](#) or in the Online Waiver portion of the *Immunization History Form* located in the *My Forms* menu of the Student Health Portal.
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](mailto:studenthealthservices@kean.edu) or call (908) 737-4883.