

### Instructions:

**Students who received immunizations in the State of Michigan do NOT need to submit Michigan immunization records**, because UHS will have access to them. Please submit all other immunization records.

#### How to submit immunization records:

##### 1. Collect records:

Gather records from your health care provider(s). Alternatively, you may want to contact your high school or other institutions where immunizations were required.

##### AND/OR

Ask your health care provider to complete page 2 of this form (you complete page 1).

##### 2. Submit records:

**Online:** Upload records (PDF format) at [uhs.umich.edu/immunization-records](https://uhs.umich.edu/immunization-records)

##### OR

**Mail records** including page 1 of this form to:  
University Health Service – HIM Forms  
207 Fletcher St.  
Ann Arbor, MI 48109-1050

**Why should I submit my records?** Immunization records are used to provide health care to students. Students may also need immunization records for academic programs, volunteer activities and travel.

**When should I submit records?** Please submit records at least 30 days before classes.

**What if I cannot submit records on time?** Submit them later, or bring them with you to campus and deliver them when you arrive.

**Can I submit records in another language?** *Records in English are strongly preferred*, but you can submit records in another language. **Please provide all "Student Information" in English.**

#### Will I know whether my records were received?

- If you submit online, you will receive confirmation.
- If you mail records, you will *not* receive confirmation.

**How can I find out if I received all recommended immunizations?** Ask your health care provider to review your record, determine any needs (immunity against many diseases on the form can be determined through tests) and provide recommended immunizations. See recommendations at [uhs.umich.edu/immunization-records](https://uhs.umich.edu/immunization-records)

#### I received another immunization after submitting my records. How can I update this information?

1. Photocopy your new immunization record
2. Write your full name and date of birth on it
3. Attach a note saying that it is an update
4. Send it to address in left column of this page

**Be sure to keep a copy of all immunization records for yourself!**

#### Student Information (in English):

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of birth (month/day/year): \_\_\_\_\_

University of Michigan ID number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country (if not USA): \_\_\_\_\_

Postal (zip) code: \_\_\_\_\_

Language of immunization records, if not English:  
\_\_\_\_\_

Sex:  Male  Female  Other

Your health record will be created with the sex (Male or Female) marked here. If Male or Female is not marked, your health record will be created with Unknown sex. The sex listed in your health record can affect health care and insurance billing. If you receive services that will be billed to insurance, the sex marked in your health record needs to match the sex that your health insurance plan has on file in order to avoid claim rejections.

