**Vaccine Compliance info for new Health Science Students**

All health science college students that have clinical rotations in hospitals or other healthcare facilities must provide his/her perspective college with a vaccine compliance form. Your program has established the deadline for the completion of this process. Please refer to your college website for details.

Vaccine and TB requirements are available on the UHS website. Located under the “student tab” and the “compliance” nab bar.

Compliance forms are issued by University Health Service (UHS) only after all requirements are satisfied. You should start gathering your vaccine documents now.

**Step 1:** Once you have all your immunization documents, log into the **student portal** and complete the compliance worksheet. The worksheet (found under forms) is a tool created to assist you with identifying your status in the compliance process.

**Step 2: Upload your vaccine/TB records into the student portal.** Upload instructions available on the UHS website at <http://ukhealthcare.uky.edu/uhs/>. Look for the yellow button in the upper right hand corner.

**Step 3: Email** the UHS nurses at**uhsnurse@uky.edu**to notify them that your documents are available for review. Please include the name of your program.

**Step 4:** **Monitor** your uky email for communication from the nurses concerning compliance issues. We will only email you if there are missing requirements or other problems with your documentation.

**Step 5: Login to the student portal** and click on messages to print your compliance form. Please make a pdf and send electronically to the student affairs office in your college.

**Key words referenced in this document:**

**UHS** University Health Service –student health

**UHS webpage** <http://ukhealthcare.uky.edu/uhs/>

**Student Portal** *pathway* Link Blue, myUK, my info, Student Health

**Castlebranch, Certified, Verified, and Rx Preceptor** are private website accounts that provide service such as “holder” immunization/TB records, and compliance forms.Background checks and urine drug screen are also available at Castlebranch and Verified**.**