DUQUESNE IMMUNIZATION VERIFICATION FORM

REQUIRED VACCINES: ** = Required  (Note to provider: Please accurately complete)

** MEASLES, MUMPS, RUBELLA (MMR)**
REQUIRED FOR ALL DEGREE-SEEKING STUDENTS
- Two doses of MMR vaccine
  - Dose 1 MUST be given on or after patient’s 1st birthday, and
  - Dose 2 given at least 4 weeks after the initial dose
- Individual vaccines of 2 doses of Measles, 2 doses of Mumps 1 dose of Rubella
- Confirmed immunity from blood titer test (equivocal and negative results are NOT accepted)

**COVID-19**
- Two doses of Pfizer or Moderna given at the appropriate intervals
- One dose of Johnson and Johnson (if other please list as requested)

** Meningococcal Conjugate (MCV4)**
- Dose MUST be on or after the student’s 16th birthday
  (this is required for all students who reside on campus)

RECOMMENDED (not required):
- Hepatitis A
- Hepatitis B
- Meningococcal (MenB) B
- HPV (Human Papilloma)
- Tdap (Tetanus, diphtheria, acellular pertussis)
- Varicella

** = Required

Date: ___________________________ Healthcare Provider Name (please print): ___________________________ Signature and Title: ___________________________ Phone Number & Address: ___________________________

Organizational Stamp

Please do not mail this form unless it is accompanied by a copy of your immunization records as they will not be processed without being uploaded along with this completed Duquesne Immunization Verification Form.

PROVIDER:
- Provide the completed form and copies of any blood test results confirming immunity to the student.

STUDENT:
- Upload the completed Immunization Verification Form and all other related documents through the University Health Services Student Portal.

6/2021
Welcome to Duquesne University!

Completion of the Immunization Verification Form is REQUIRED and must be submitted electronically as per the steps outlined below.

Incoming new students for fall semester must do so by July 31 (and those admitted to begin classes in spring semester by January 5).

Submitting the IMMUNIZATION VERIFICATION FORM — IMPORTANT

This is a 3-step process. Please follow instructions for each step carefully and complete in the following order to ensure that your records are processed without delay. ALL documentation must be in English.

Step #1: Take the Immunization Verification Form to your healthcare provider for completion.

The Form MUST contain the required immunization information as well as the provider’s signature, title, date, address, and organization stamp. Individuals who submit the Immunization Verification Form with missing required information or who otherwise demonstrate non-adherence to immunization requirement specifications will be deemed non-compliant. Please note that recommended immunization dates should also be provided as requested. A physical examination is NOT required for admission to Duquesne University.

Step #2: With your university-issued credentials (student DORI user name) and multipass password (that you have created)*, log into DORI then the Health Service Student Portal and upload an image of the completed Immunization Verification Form (in English) by selecting the Immunization Upload option from either "Upload" area at the top or bottom of the textbox in the HOME tab or at the top of the IMMUNIZATION tab in the portal. (Detailed instructions below). Acceptable image file types are: PNG, JPG, JPEG, GIF. PDF files are NOT acceptable due to security reasons. Keep the original document in your home records.

Step #3: From the home screen of the Health Service Student Portal select the "Immunization" tab and scroll down to select Required: All Students. Please enter the student immunization dates in the corresponding area. Please enter all available immunization dates as some majors require additional immunizations.

Duquesne University Health Services reserves the right to share immunization status with Duquesne University personnel on an as needed basis.

* Sharing your student access password with anyone is against Duquesne University security policies.

** Submission Steps:

1. After your healthcare provider has completed the form, create image file of the document. **

2. Take a photo with a mobile device camera or other digital processor of the signed completed form to upload. Take care to only upload the image of the Immunization Verification Form, as signed forms are permanently entered directly into your electronic medical record.

3. If you are only scanning the form it is saved as an image file such as a .JPG, .PNG, or .JPEG, use a mobile device image scanner applications that will allow you to upload documents into your mobile device.

4. Log into DORI through the Duquesne University website: http://www.duq.edu/dori using your student multipass User Name and Password.

5. Select student from drop-down menu at upper left.

6. Select Health Services Student Portal (Located under Resources & Information section of student news & Information tab)

7. Follow instructions in text box. Select.

8. From the UPLOAD tab, Select DQUESNE IMMUNIZATION VERIFICATION FORM in the “Choose document you are uploading” drop-down box below the list of available options.

9. Click “SUBMIT” to upload saved image of the Immunization verification form.

Immunization verification will be done via email notification from Duquesne University Health Services. Now that you are a student you should frequently monitor your email for important university communications!

If you encounter any technical issues with the online submission process, please email duhealth@duq.edu and include the student name & birthdate, and a description of the technical problem or error encountered.

Please visit our FAQ’s page for any further questions or concerns, for your convenience:


Thank you,
Duquesne University Health Services.