

Student Guide to Uploading Vaccination Verification Documents

[Acrobat PDF version with graphics](#)

[Instructional Video](#)

[Student Vaccination Mandate](#)

1. Sign in to your [CUNYfirst account](#).
2. In the CUNYfirst menu box, click on the **Vaccination Verification** link.
3. On the Vaccination Verification page, you will see three options.
 1. Vaccinated
 2. Medical Exemption
 3. Religious Exception

Vaccinated

You are required to provide details on all vaccine doses you have received.

1. Click the **Vaccinated** radio option in the **Vaccine Information Options** section.
2. **Vaccination Type** – select your first vaccination.
3. **Vaccination Date** – select the date of the vaccine type.
4. **Vaccination Country, State & Vaccination Location** – Select options from the dropdown.
5. Use the **Add a Row (+)** button to include additional vaccines.
6. **NYS Excelsior Pass Information – (FOR NEW YORK STATE EXCELSIOR PASS HOLDERS ONLY)**. If you received your vaccination in New York State and have a valid NYS Excelsior Pass or Excelsior Pass Plus, click the checkmark box and fill out your information details exactly as you provided them to the Excelsior App. *Please note, this information is optional and will not be used to update any information in CUNYfirst.*
7. **Supporting Documents** – Select a document type from the dropdown menu and click the **Upload** button to upload a document from your computer. Select a vaccination document type to upload.

File types allowed: BMP, DOC, DOCX, GIF, JPEG, JPG, PAGES, PDF, and PNG.
Max size: 5MB
Please be sure your document is legible and includes all relevant information.
8. If you have clicked the checkmark in the NYS Excelsior Pass Attestation, click the **Add a Row (+)** button to upload your NYS Excelsior Pass or Excelsior Pass Plus.
9. Once your documents are uploaded, you can click the **View** link to review your uploaded files before submission.
10. **Attestation** - review and check that you have read and agree to the University vaccination policy. If you are under 18 years old, a parent or legal guardian must complete the Attestation section.
11. Click the **Submit** button to submit your information.
12. Click **OK** in the confirmation pop-up window.
13. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see the **Approval** and **Excelsior** status fields appear at the top of the page. You may return to this page to view your approval status at any time. NOTE: Approval is not automatic, so please check the status daily.

Medical Exemption

Note: Medical exemption requests must be accompanied by a CUNY Medical Exemption Form completed by a medical professional.

1. Click the **Medical Exemption** radio option in the **Vaccine Information Options** section.
2. **Medical Reason Comment** – Provide your medical exemption reason in the text box.
3. Upload your supporting medical exemption documentation (including the CUNY Medical Exemption Form) in the **Supporting Documents** section by clicking the **Upload** link and selecting a file from your computer.
File types allowed: BMP, DOC, DOCX, GIF, JPEG, JPG, PAGES, PDF, and PNG.
Max size: 5MB
Please be sure your document is legible and includes all relevant information.
4. **Attestation** – read and check that you certify that all details and documentation you have provided are accurate and valid. If you are under 18 years old, a parent or legal guardian must complete the Attestation section.
5. Click the **Submit** button to submit your information.
6. Click **OK** in the confirmation pop-up window.
7. Once submitted, you will see a pop-up message that your information has been successfully submitted. The **Approval** status field will appear at the top of the page. You may return to this page to view your approval status at any time. **NOTE:** Approval is not automatic, so please check the status daily.

Religious Exception

1. Click the **Religious Exception** radio option in the **Vaccine Information Options** section.
2. **Religious Reason Comment** – Provide your religious exemption reason in the text box.
3. Upload your supporting religious exception documentation in the **Supporting Documents** section by clicking the **Upload** link and selecting a file from your computer.
File types allowed: BMP, DOC, DOCX, GIF, JPEG, JPG, PAGES, PDF, and PNG.
Max size: 5MB
Please be sure your document is legible and includes all relevant information.
4. **Attestation** – read and check that you certify that all details and documentation you have provided are accurate and valid. If you are under 18 years old, a parent or legal guardian must complete the Attestation section.
5. Click the **Submit** button to submit your information.
6. Click **OK** in the confirmation pop-up window.
7. Once submitted, you will see a pop-up message that your information has been successfully submitted. The **Approval** status field will appear at the top of the page. You may return to this page to view your approval status at any time. **NOTE:** Approval is not automatic, so please check the status daily.