Vaccination Verification for CUNY Students

1. Log into CUNYfirst and click on Vaccination Verification link in the CUNYfirst Menu.

2. On the Vaccination Verification page you will see three options.

Vaccinated – go to page 2
Medical Exemption – go to page 5
Religious Exception – go to page 8
Vaccinated

1. You are required to provide details on all vaccine doses you have received within the Vaccination Information section.
2. Select your vaccine type, starting with the first dose from the Vaccination Type dropdown menu.
3. Use the calendar icon to select the Vaccination Date for the vaccine type you selected.
4. Select your Vaccination Country and Vaccination Location from the dropdown menus.
5. If you selected USA as your Vaccination Country, include the State where you were vaccinated.

6. If your vaccine type included more than one dose, click on the Add a New Row button to include additional dose details.
7. If you received your vaccination in New York State and have a valid NYS Excelsior pass, click the checkmark in the NYS Excelsior Pass Attestation section and fill out your information details exactly as you provided them to the Excelsior App (FOR NEW YORK STATE EXCELSIOR PASS HOLDERS ONLY).

**Note:** Excelsior information will not be used to update any information in CUNYfirst.

8. Upload your Vaccination Record in the Supporting Documents section. Select document type from the dropdown menu and click the Upload button to upload a document from your computer.

9. If you have clicked the checkmark in the NYS Excelsior Pass Attestation, then click the Add a Row button to upload your NYS Excelsior Pass.

**Note:** Steps 7 and 9 are for New York State Excelsior Pass Holders only.

10. Once your documents are uploaded, you can click the View link to review your uploaded files before submission.
11. Review the **Attestation** section and check that you have read and agreed to the University vaccination policy. If you are under 18 years old, the **Attestation** must be completed by a parent or legal guardian.

12. Click the **Submit** button.

13. You will see a confirmation pop-up window. Click **OK** to submit.

14. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see the status fields will appear at the top of the page to display **Submitted** for the Covid-19 Vaccination Record and **Pending** for the Excelsior field status. You may return to this page to view your approval status at any time.
Medical Exemption

1. Provide your medical exemption reason for declining the vaccination. Make sure to read and understand the medical exemption policy below.

   **Note**: Medical exemption requests **must** be accompanied by a [CUNY Medical Exemption Form](#) completed by a medical professional.

   ![Vaccine Information Options](#)
   ![Medical Exception](#)

   1. I understand that The City University of New York has mandated that all students registering for 2021 Fall Term in-person classes must receive a COVID-19 Vaccine.
   2. I understand that a COVID-19 vaccination will protect myself, my family, and other persons with whom I may be attending classes or residing in a residence hall.
   3. I understand that COVID-19 has been the cause of a national and international pandemic that involves risk to the health and life of individuals.
   4. I understand that in the absence of a COVID-19 vaccination, I may acquire the COVID-19 virus that may put my family, colleagues, friends, or persons around me at risk resulting in fatal consequences such as illness, disability, or death when exposed.
   5. In light of these matters, I have received information or educational materials with regard to the vaccine against COVID-19.
   6. I have had the opportunity to ask questions and the answers were explained to me to my satisfaction.
   7. I understand that COVID-19 is a serious respiratory disease that contracting the virus could result in serious illness or death.
   8. I understand that if I am not vaccinated and I am exposed to an individual with COVID-19, I may become infected with the virus and I could spread the virus to the people around me.
   9. However, it is my decision to decline for **Medical** reasons the vaccination at this time, regardless of the information that I have received about its importance and the risk of not receiving it.
   10. I understand the consequences with respect to my access to University Facilities and of my decision, including the continuity of risk of endangering my health and of others from being infected due to COVID-19.

2. Upload your supporting medical exemption documentation (including the [CUNY Medical Exemption Form](#)) in the **Supporting Documents** section by clicking the **Upload** link, choosing the file on your computer, and clicking **Upload**.

   ![Supporting Documents](#)
3. Once your document is uploaded, you can click the **View** link to review your uploaded file before submission.

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Type</strong></td>
</tr>
<tr>
<td>Medical Exemption</td>
</tr>
</tbody>
</table>

4. Read the **Attestation** section and check that you certify that all details and documentation you have provided are accurate and valid. If you are under 18 years old, the **Attestation** must be completed by a parent or legal guardian.

5. Click the **Submit** button.

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**Attestation**

I hereby certify that the SARS-CoV-2 (COVID-19) Medical or Religious vaccine exemption information provided is, to the best of my knowledge and belief accurate and I further certify, to the best of my knowledge and belief, that the documentation provided/attached/uploaded is also true and valid. I acknowledge that this information and documentation is being submitted at the request of The City University of New York (CUNY) and in support of the University's policies and procedures for attending on-campus classes the student has elected to register for and further, in support of CUNY's policies and responsibility to protect the health, safety, and welfare of the CUNY community, its students, faculty and staff.

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**Attestation**

The above mentioned student is under eighteen (18) years of age and that I am the parent/legal guardian named below. As the legal parent/guardian, I hereby certify that the SARS-CoV-2 (COVID-19) Medical or Religious vaccine exemption information provided is, to the best of my knowledge and belief accurate and I further certify, to the best of my knowledge and belief, that the documentation provided/attached/uploaded is also true and valid. I acknowledge that this information and documentation is being submitted at the request of The City University of New York (CUNY) and in support of the University’s policies and procedures for attending on-campus classes the student has elected to register for and further, in support of CUNY’s policies and responsibility to protect the health, safety, and welfare of the CUNY community, its students, faculty and staff.

Parent/Legal Guardian Last Name

Parent/Legal Guardian First Name

Parent/Legal Guardian Email Address

Parent/Legal Guardian Phone
6. You will see a confirmation pop-up window. Click **OK** to submit.

![Confirmation Pop-Up Window](image)

7. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see the status fields will appear at the top of the page to display **Submitted** for the Covid-19 Vaccination Record and **Pending** for the Excelsior field status. You may return to this page to view your approval status at any time.

![Pop-Up Message](image)

## Vaccine Information Options

- [V] Vaccinated
- [ ] Medical Exemption
- [ ] Religious Exception
Religious Exception

1. Provide your religious exception reason for declining the vaccination. Make sure to read and understand the religious exception policy below.

2. Upload your supporting religious exception documentation in the Supporting Documents section by clicking the Upload link, choosing the file on your computer, and clicking Upload.
3. Once your document is uploaded, you can click the View link to review your uploaded file before submission.

4. Read the Attestation section and check that you certify that all details and documentation you have provided are accurate and valid. If you are under 18 years old, the Attestation must be completed by a parent or legal guardian.

5. Click the Submit button.
6. You will see a confirmation pop-up window. Click **OK** to submit.

7. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see the status fields will appear at the top of the page to display **Submitted** for the Covid-19 Vaccination Record and **Pending** for the Excelsior field status. You may return to this page to view your approval status at any time.