Instructions for Submission of Health Information
Fall 2014 and Spring 2015

As a condition of enrollment, all full-time students and all students living in campus housing must complete 4 online health forms. These forms can be found at https://shs.upenn.edu. You will need your PennKey and password to log-on to this website. Once logged in, click on FORMS and complete:

1. Notification of Privacy Practices
2. Health History
3. Immunizations (see instructions below*)
4. TB Risk Screening

Failure to meet these requirements will result in denial of student registration privileges. Forms MUST be completed by July 1, 2014.

*Additional Instructions for Submitting Your Immunization Records
This is a 3-step process. Please read these instructions carefully and complete each step in the following order to ensure that your records are processed without delays.

1. Visit your healthcare provider.
   Have your medical provider complete and sign the attached Immunization Worksheet. In addition, please obtain copies of your immunization records.

2. Enter your immunizations online.
   Log onto https://shs.upenn.edu, as above. Enter the information on the Immunization Worksheet into the online form, as directed.
   Questions? Call us at (215)746-3535, press menu option #4, then #5.

3. Fax your supporting documentation.
   After you complete the online immunizations form, fax the Immunization Worksheet and all other related documents to Student Health Service (SHS). You will obtain the fax number for SHS when you access the online forms at https://shs.upenn.edu.
   IMPORTANT! Faxing your records to us before you enter it online will greatly delay processing. Please go to the above link and complete the online forms before sending your Immunization Worksheet and records.

For more information about Penn’s Immunizations requirements: http://www.vpul.upenn.edu/shs/immunization.php