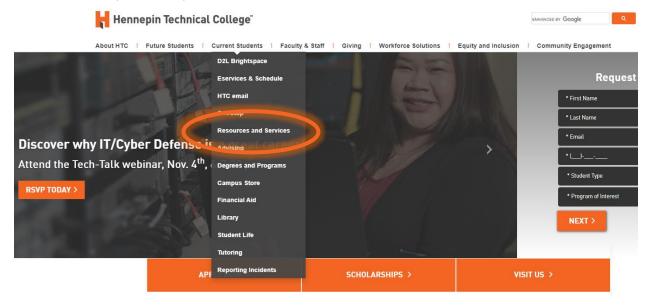


HOW TO submit an **Immunization Verification** eform?

1) Go to https://hennepintech.edu and under Current Students, choose Resources and Services.



- 2) Choose Student Forms & Publications and click on Student Forms from the drop-down list.
 - Student Forms & Publications
 - College Calendar o 2019-20 Academic Calendar (PDF) ent Handbook
 - Student Forms
- Under Registration Forms (second column), choose Immunization Verification (eForm).

Admissions Forms

- Application for Admission-Online (preferred)
- · Application for Admission (PDF)
- Application Fee Waiver Request

Appeal Forms

- Grade Appeal
- Student Improvement Plan
- Student Appeal • Transfer Course Appeal

Financial Aid Forms (see below)

Graduation Forms

- Application for Award (eForm*) Grad App for <u>current</u> students; submit one term prior to anticipated graduation
- Application for Award (eForm-No StarID*) Grad App for former students who may qualify for a certificate, diploma, or degree
- · Graduate Follow-Up Survey
- · Request for Visa Letter

Registration Forms

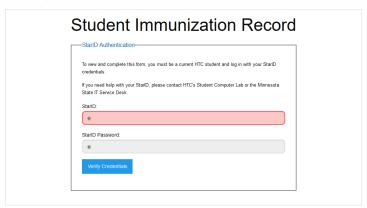
- Add/Drop/Withdraw Course
- Change of Major (eForm*)
- · Consent to Release Information
- Course Substitution Request
- Immunization Verification (eForm*)
- Preferred Name Request (eForm*)
- · Request to Withhold Directory Information
- · Specialized Lab Agreement Student Information Change
- Student Complete Withdrawal
- Test Score Request
- Transcript Request (HTC)
- VA Enrollment Certification/Deferment Request (eForm)

Other Forms

- Concern/Complaint/Grievance (eForm*)
- Concern/Complaint/Grievance (Anonymous)

4) Login with StarID and StarID password (wx1234yz – sample format).





- All students are required to complete the Immunization record (unless exempted to do so see Exemptions 5 & 6 below).
 - Tetanus/Diptheria (Td): required once every 10 years
 - Measles/Mumps/Rubella (MMR): One dose given once on or after first birthday (sometimes an additional booster is recommended for more protection)
 - For students born outside of the US: immunizations are typically administered around a
 week before traveling to the US. You may find record of this with your immigration
 paperwork (yellow book)

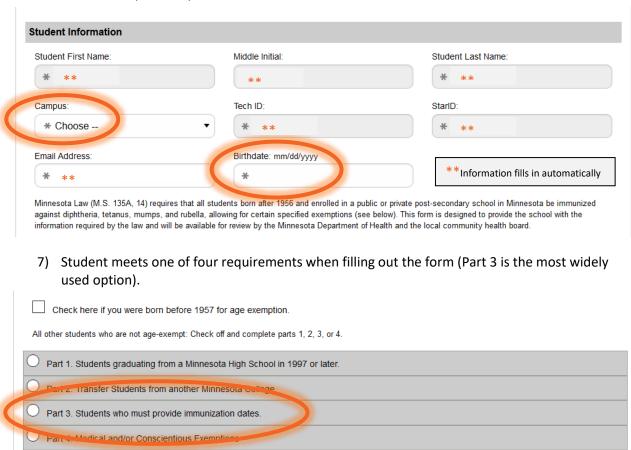
EXEMPTIONS:

- Recent graduate from Minnesota high school (1997 or later)
- Transfer student from another Minnesota college/university
- Medical Exemption: applies to student where immunization is not advised (doctor signature required)
- Conscientious Exemption: choice to not immunize is due to religious or conscientiously held beliefs (bottom of form must be turned in signed/stamped by notary public

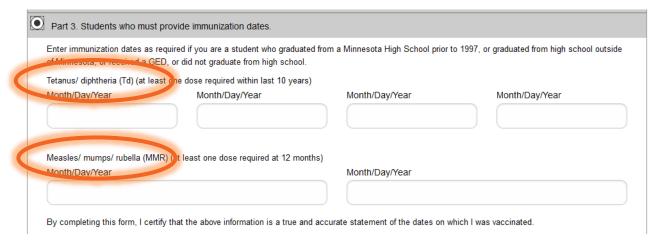
WAIVED:

- Students taking only one course
- Students enrolled in completely online program; if immunization hold occurs, contact OneStop Center for assistance.

6) Student must fill out the **Student Information** section of document, confirming the **campus of attendance** (BP or EP) and their **Date of Birth**.



8) The dates do not required medical documentation but need to be accurate to the best of your knowledge (self-reported). Minimum of one date for Tetanus and one for MMR.



9) The eForm must be electronically signed using the StarID password of the student, checking the box to agree to the terms and conditions, and then submitted.

Electro	ronic Signature
By cli form.	licking on the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this
	der to sign this form you must complete the following two steps: ovide your StarlD password:
-	*
	By checking this box, I agree to all electronic signature terms and conditions:

10) The immunization form is processed within 1-2 business days. Any questions on status, contact the OneStop Center at onestop@hennepintech.edu or call 952.995.1300.