REQUIRED HEALTH HISTORY RECORDS

The University of Richmond adheres to the vaccine requirements of the Commonwealth of Virginia. All entering full-time students must submit required documentation by the following deadlines:

**Fall Entry - JUNE 1ST; Spring Entry - DECEMBER 1ST**

**Step One:**

Log onto your Richmond.StudentHealthPortal.com using your eight digit URID and password to complete and submit ALL THREE electronic forms:

1. **IMMUNIZATION FORM:** Complete steps A-B-C:
   - **A.** Print the Immunization Form for your physician to complete and sign. **Please do not mail records as this will delay your compliance. Mailed records are not reviewed until after the deadline.**
   - **B.** Upon receipt of your immunization records, enter vaccination dates provided by your physician to complete the electronic Immunization Form under the MY FORMS tab. **Online forms submitted without the supporting document upload will not be reviewed.**
   - **C.** UPLOAD the physician signed Immunization Form to your electronic health record using the DOCUMENT UPLOAD tab. **Please do not upload your document multiple times as this will delay the review process.**

2. **TB RISK ASSESSMENT FORM:** Please read and answer all questions carefully. Answering questions incorrectly may lead to unnecessary testing and fees.
   - If you have additional TB documentation, upload using the DOCUMENT UPLOAD tab.

3. **MEDICAL HISTORY FORM:** Please complete all applicable questions.

**Step Two:**

Please allow up to 15 business days for record review. Consult your web portal for immunization compliance status: **green** = requirement met; **red** = needs attention (see below). Communication from the Student Health Center will occur via secure message under the Messages tab (see below).

![Welcome to the University of Richmond Student Health Center Web Portal](image)

Please contact the Student Health Center for further assistance: healthcenter@richmond.edu - emails are typically answered within 48 hours.

⚠️ **AVOID THE HOLD**

University of Richmond Policy #STU-2001 states: The required documentation must be submitted by June 1 for fall admission and December 1 for spring admission for review by the Student Health Center staff. Any student with insufficient records will be contacted via a secure message in their Patient Portal with specific instructions for satisfactorily completing the process. Any student with incomplete records after three weeks of classes will have a hold applied to their Student Account to block registration for next semester classes. The hold will remain in place until all record requirements are met.