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.

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

8. Upload your Vaccination Record and NYS Excelsior Pass (if available) 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. Click the **Add a Row** button to upload additional documents.

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, 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.

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.
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, 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.
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.

Once submitted you will not be able to modify the data. Do you want to submit? (20010,834)

![Confirmation pop-up window]

7. Once submitted, 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.

![Status fields]

**Vaccine Information Options**

- Vaccinated
- Medical Exemption
- Religious Exception