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

SARS-CoV-2 (COVID-19) Vaccine Verification Program

Let's End this Pandemic for Good!

The purpose of Policy 7.061 SARS-CoV-2 (COVID-19) Vaccination Verification Program is to protect the health and safety of The City University of New York (the "University") community, including its students, faculty, academic appointees, staff, clinical professionals, students, and others who work, live, or learn in any of the University’s locations. The University strongly recommends that all members of the community obtain the COVID-19 vaccine as soon as they are eligible. The policy requires all University Students (as hereinafter defined) attending fully in-person or hybrid courses in any University Facilities and Programs to be fully-vaccinated, subject to limited Exceptions and Exemptions, beginning before the start of the Fall 2021 term. Students accessing any University facilities will be required to show proof of a negative COVID-19 test. Enforcement of the mandate will be delayed until full the United States Food and Drug Administration (the "FDA") licensure (approval) and widespread availability of at least one vaccine. Those who do not receive a vaccination on campus or provide proof of vaccination by another provider may be subject to additional safety measures.

Vaccine Information Options

- ☐ Vaccinated
- ☐ Medical Exemption
- ☐ Religious Exception
**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.

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.

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</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.
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.
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.

   ![Confirmation Pop-up Window]

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

   ![Confirmation Pop-up Window]

   Your information has been successfully submitted. If you have any questions or need to make any corrections, please visit https://www.cuny.edu/coronavirus/taqs/ for FAQs and guidance.

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.

   ![Status Fields]

   **Vaccine Information Options**

   - Vaccinated
   - Medical Exemption
   - Religious Exception