

SUBMITTING IMMUNIZATION DOCUMENTATION

Midwestern University is using an electronic system for submitting immunization documentation. All immunization documentation **must** now be submitted electronically by uploading your documents as PDF files on your student portal.

Student Services will no longer accept:

- **hard copies of immunization documentation**
- **faxes with immunization documentation**
- **emails with immunization documentation**

The process is very simple and easy to do. There are multiple free options for using an app on your phone to create and submit the pdf files if you do not have access to a scanner.

Please make sure that you submit only the documentation required for each of the categories. Do not just submit all of your documentation multiple times for each category. If there is a problem with your documentation the pdf file will be rejected and you will receive an email notifying you of what the problem is.

Once you have submitted all of your required documentation you will receive an email notifying you that you are complete.

After submitting the pdf files please allow at least 1 week (2 weeks during orientation) for the information to be entered and dates to appear on your immunization page on the portal.

The pdf files will be posted to your immunization page after being entered so you have access to printing them off as you need them. They can be found in the bottom under Document Type

If you have any questions regarding this process, please contact:

- Don Evans at 630-971-6401 or Student Services at 630-515-6470.