Vaccination Verification for CUNY Students

1. Log into CUNYfirst and click on the **Vaccination Verification** tile on the **CUNYfirst Home** page.

2. On the **Vaccination Verification** page you will see three options.

Vaccinated – go to page 2

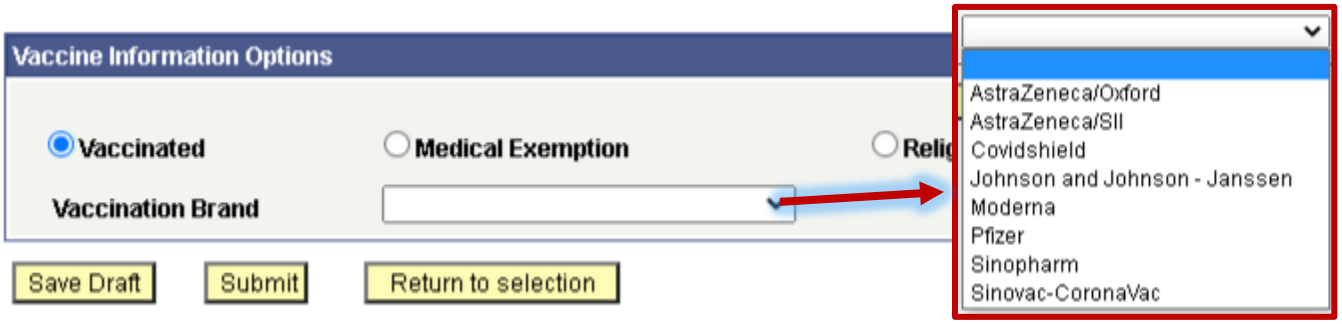
Medical Exemption – go to page 5

Religious Exception – go to page 8

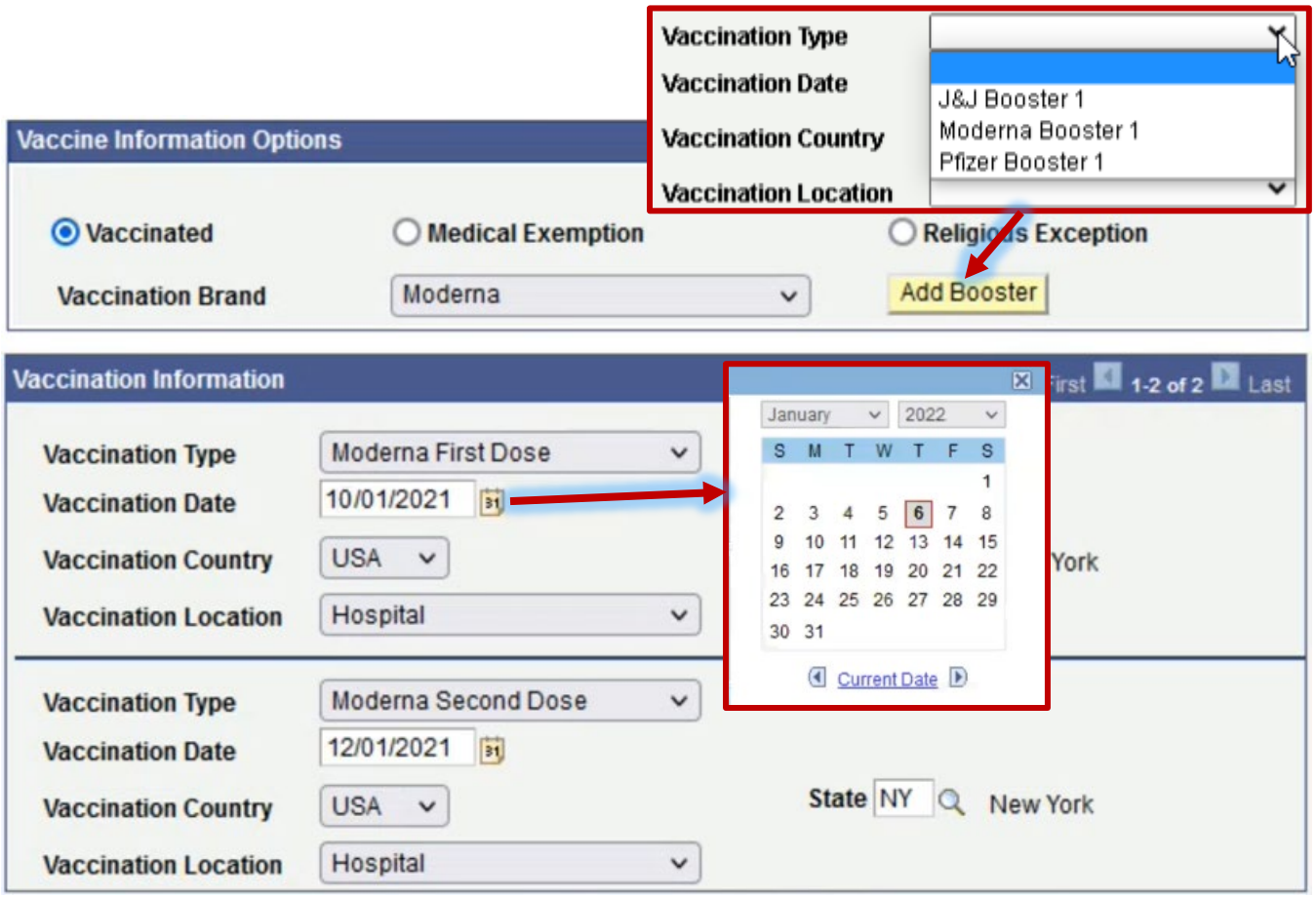
Booster only – go to page 11

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 from the **Vaccination Brand** dropdown menu.

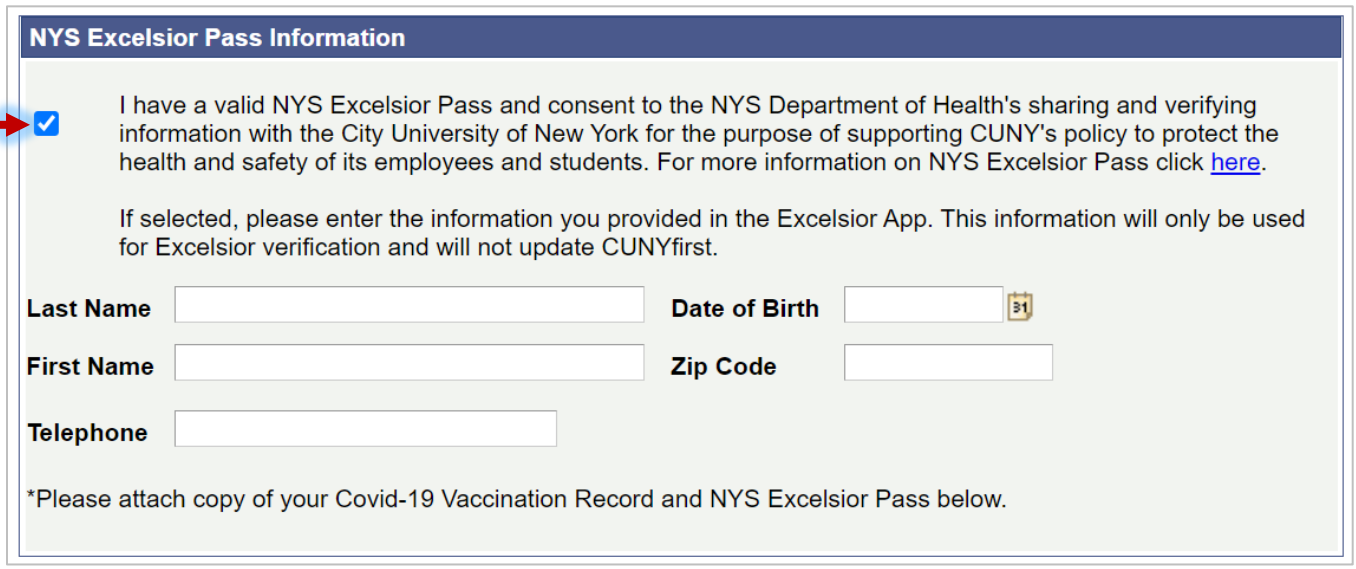


3. Depending on the vaccine brand you selected, you will have **Vaccination Information** fields for one or two doses generated below. Fill out the following details for the number of doses on the screen.
   - Use the calendar icon to select the **Vaccination Date**.
   - Select your **Vaccination Country** and **Vaccination Location** from the dropdown menus.
   - If you selected USA as your **Vaccination Country**, include the **State** where you were vaccinated.
4. If you have received a booster dose, click the **Add Booster** button.
5. Fill out the information for your booster dose.



6. 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).**

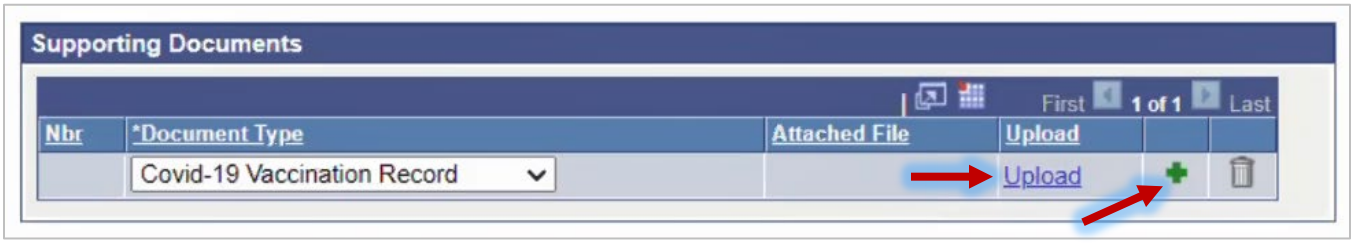
Note: Excelsior information will not be used to update any information in CUNYfirst.



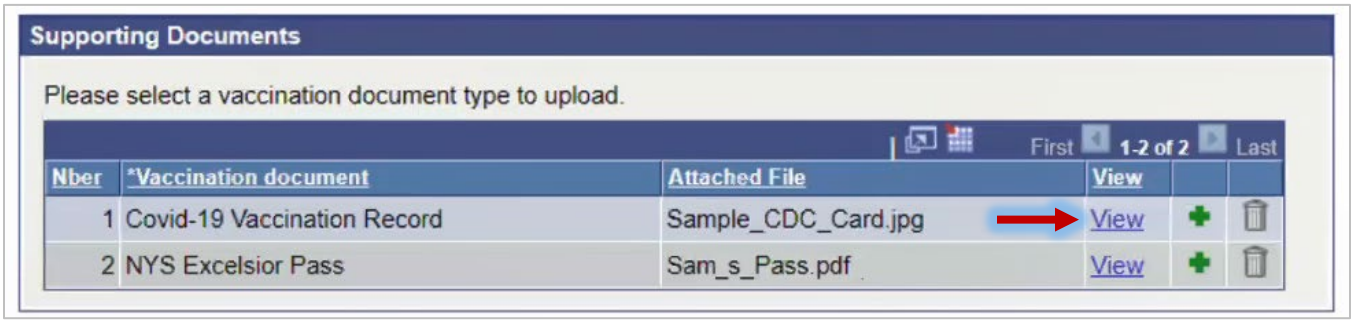
7. Upload your Vaccination Record in the **Supporting Documents** section. Select document type from the dropdown menu and click the **Upload** button to upload a document from your computer.

Note: 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.

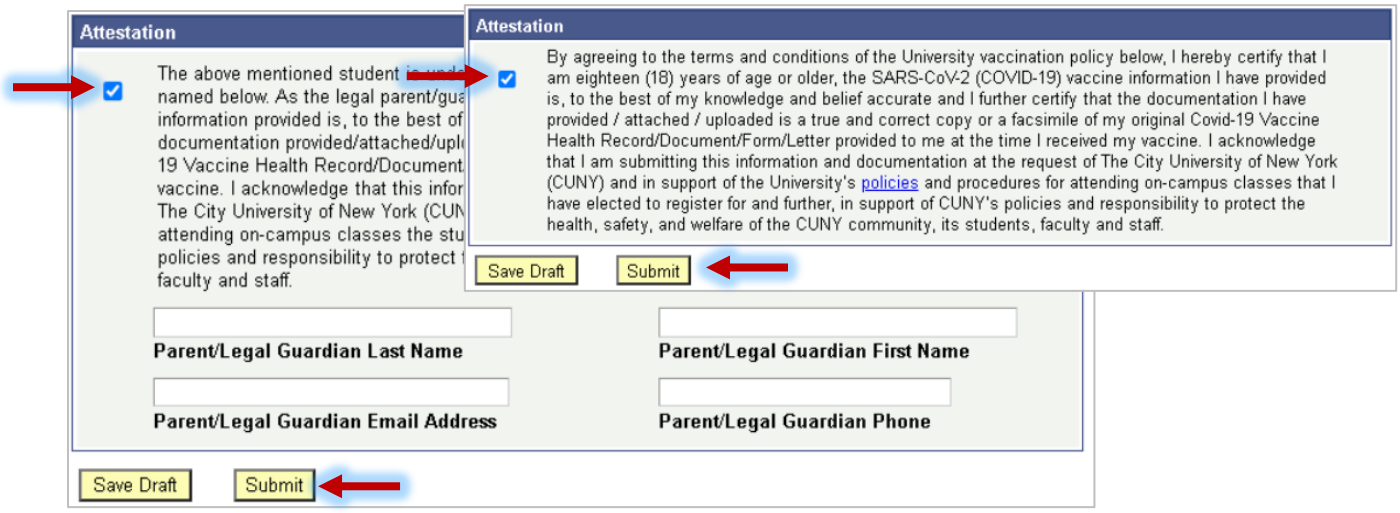
Note: If you have separate cards for your vaccine doses and booster doses, click **Add a Row** button to upload additional documentation.



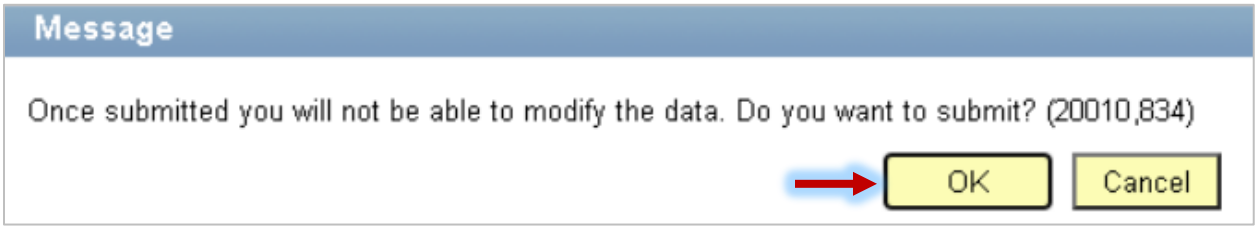
8. Once your documents are uploaded, you can click the **View** link to review your uploaded files before submission.



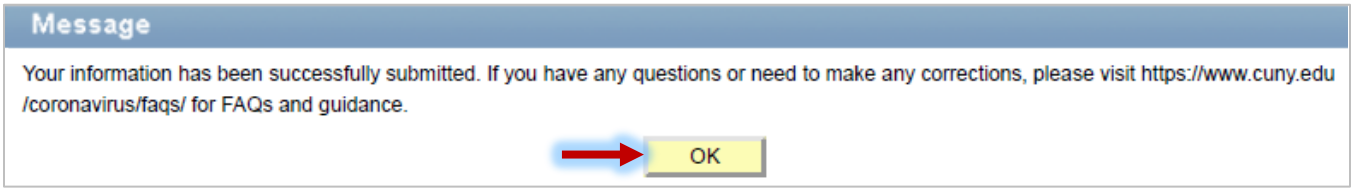
9. Review the **Attestation** section and check that you have read and agreed to the University vaccination policy. If you are under 18 years old, the **Attestation** must be completed by a parent or legal guardian.
10. Click the **Submit** button.



11. You will see a confirmation pop-up window. Click **OK** to submit.



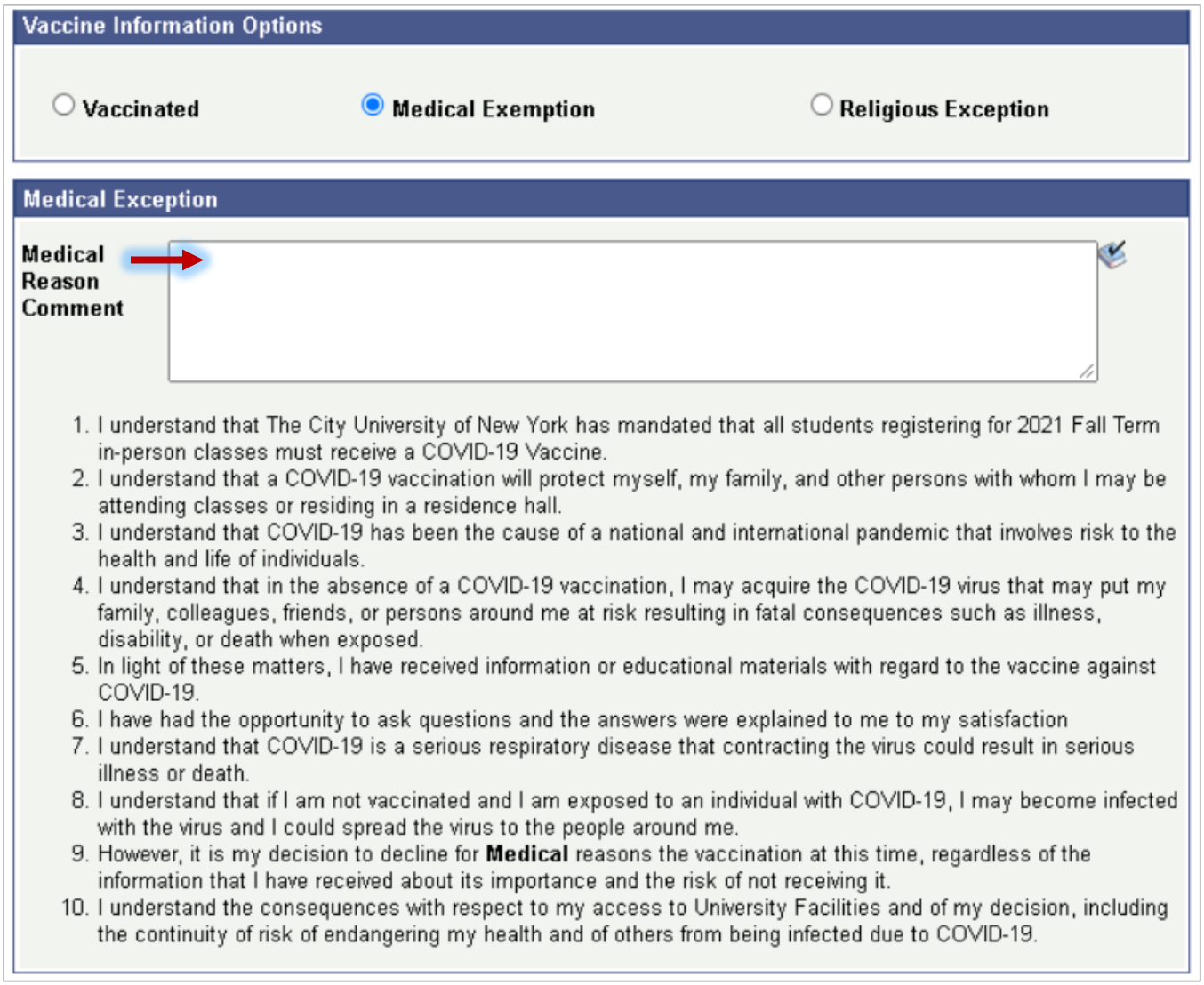
12. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see the status fields will appear at the top of the page to display **Submitted** for the Covid-19 Vaccination Record and **Pending** for the Excelsior field status. You may return to this page to view your approval status at any time.



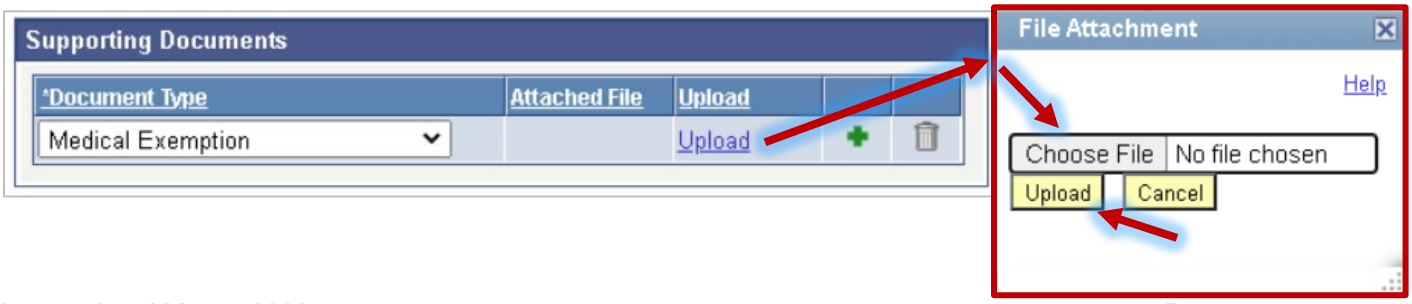
Medical Exemption

1. Provide your medical exemption reason for declining the vaccination. Make sure to read and understand the medical exemption policy below.

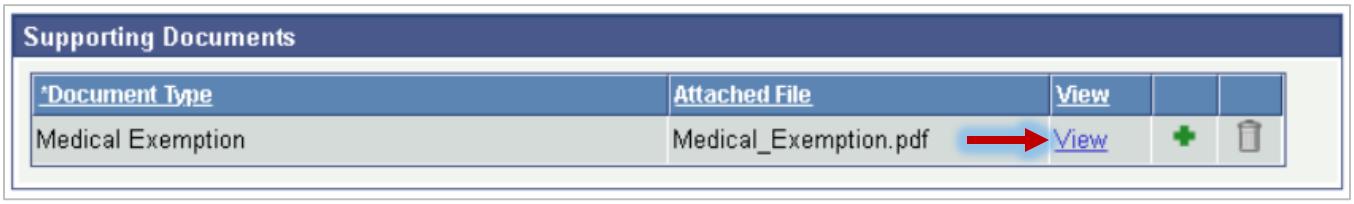
   Note: Medical exemption requests **must** be accompanied by a CUNY Medical Exemption Form completed by a medical professional.



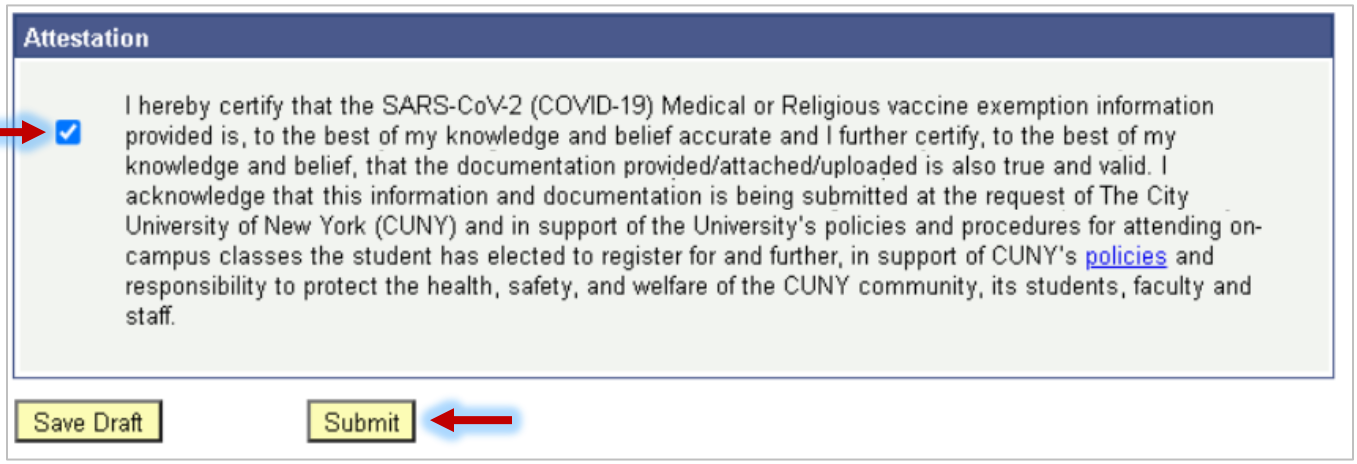
2. Upload your supporting medical exemption documentation (including the CUNY Medical Exemption Form) in the **Supporting Documents** section by clicking the **Upload** link, choosing the file on your computer, and clicking **Upload**.

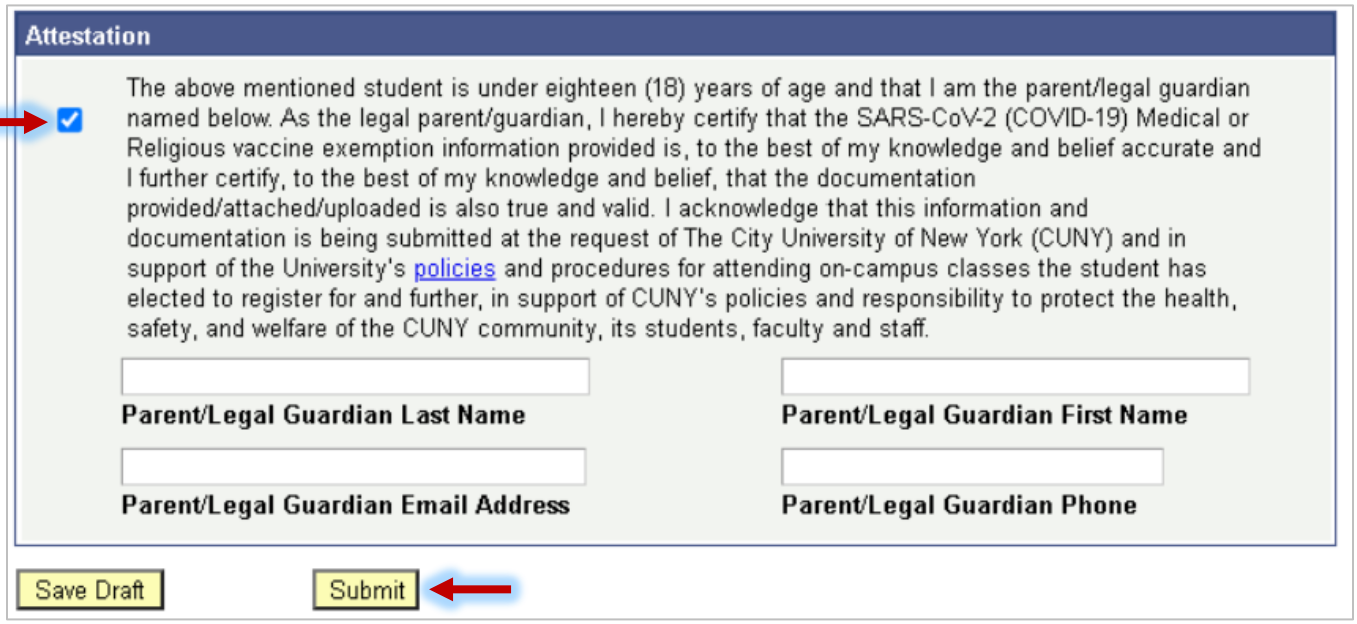


3. Once your document is uploaded, you can click the **View** link to review your uploaded file before submission.

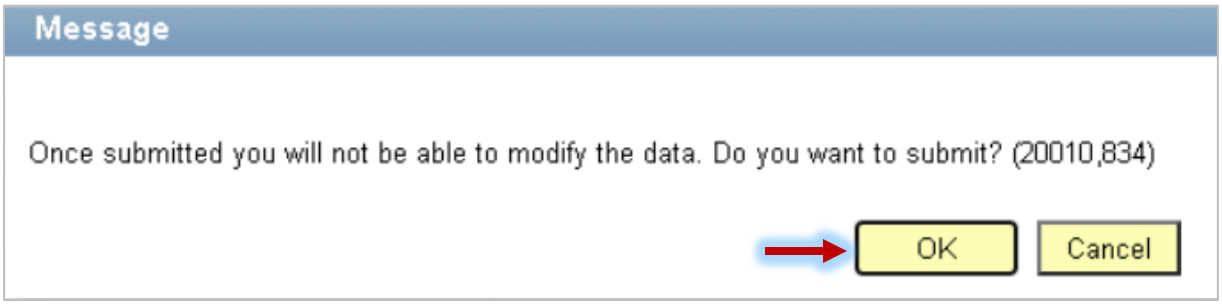


4. Read the **Attestation** section and check that you certify that all details and documentation you have provided are accurate and valid. If you are under 18 years old, the **Attestation** must be completed by a parent or legal guardian.
5. Click the **Submit** button.





6. You will see a confirmation pop-up window. Click **OK** to submit.



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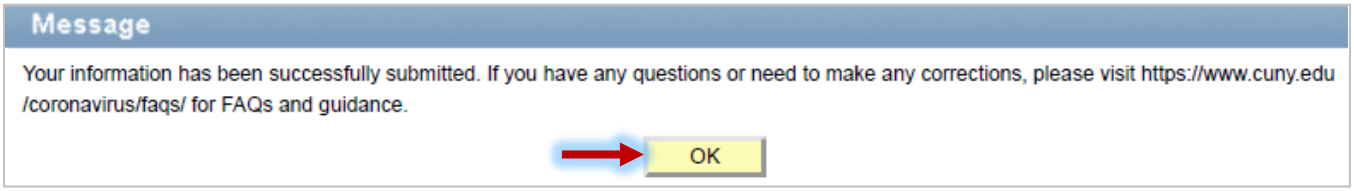
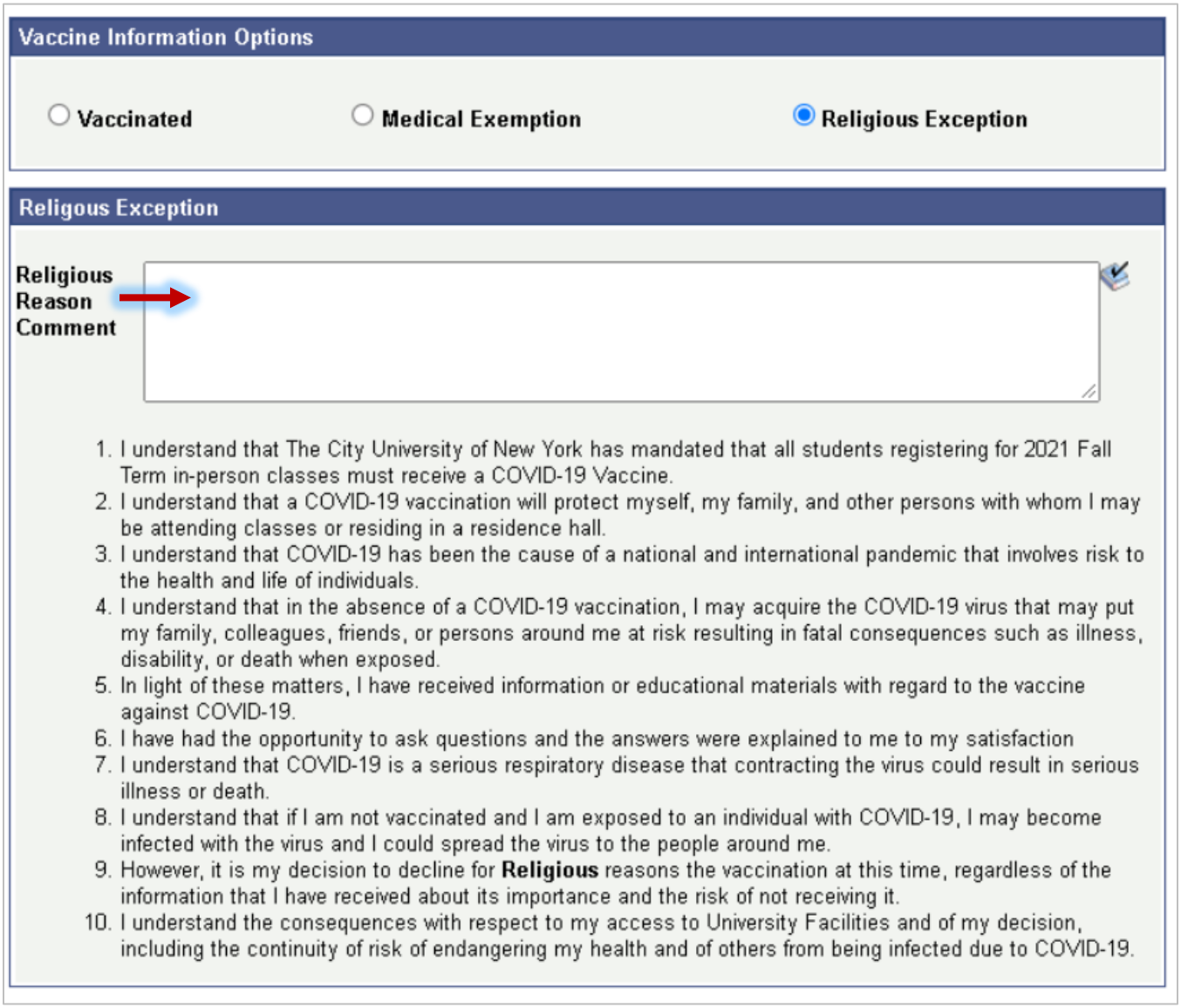
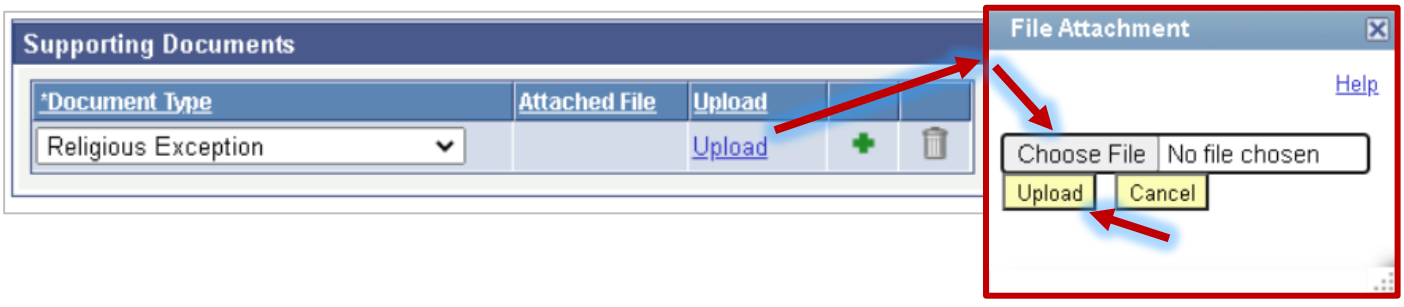


Religious Exception

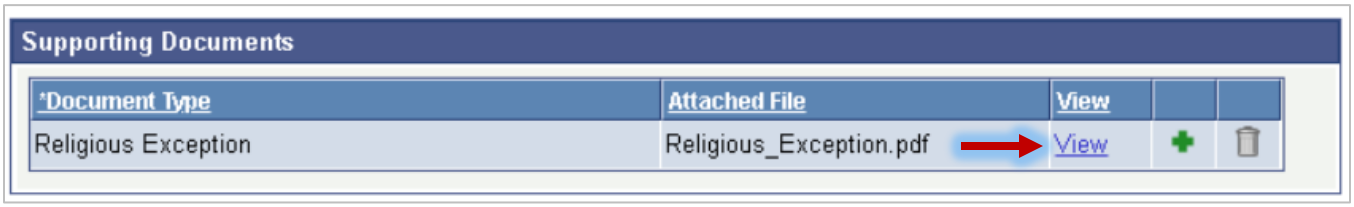
1. Provide your religious exception reason for declining the vaccination. Make sure to read and understand the religious exception policy below.



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**.

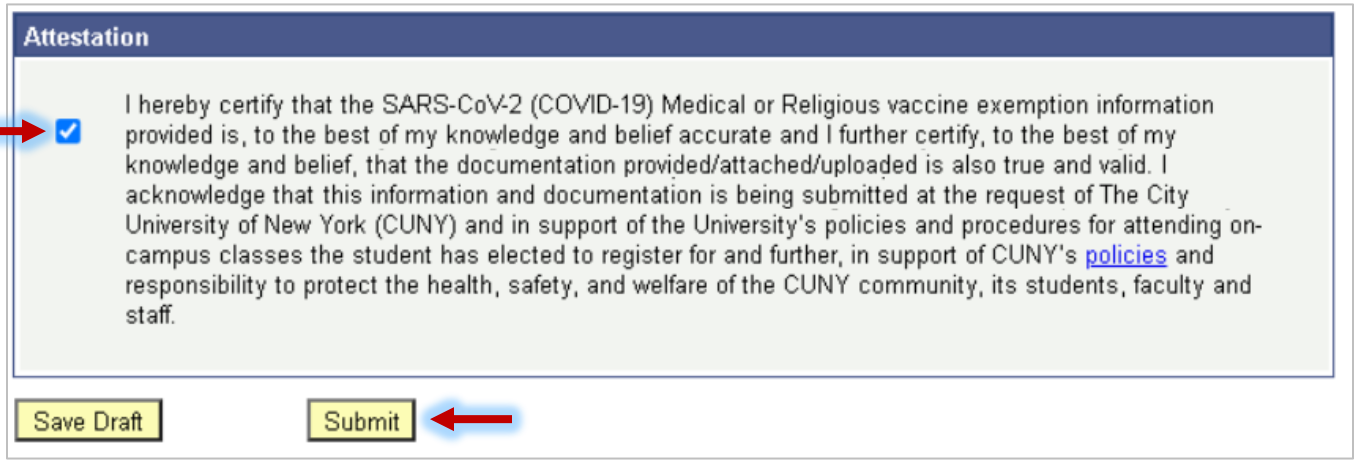


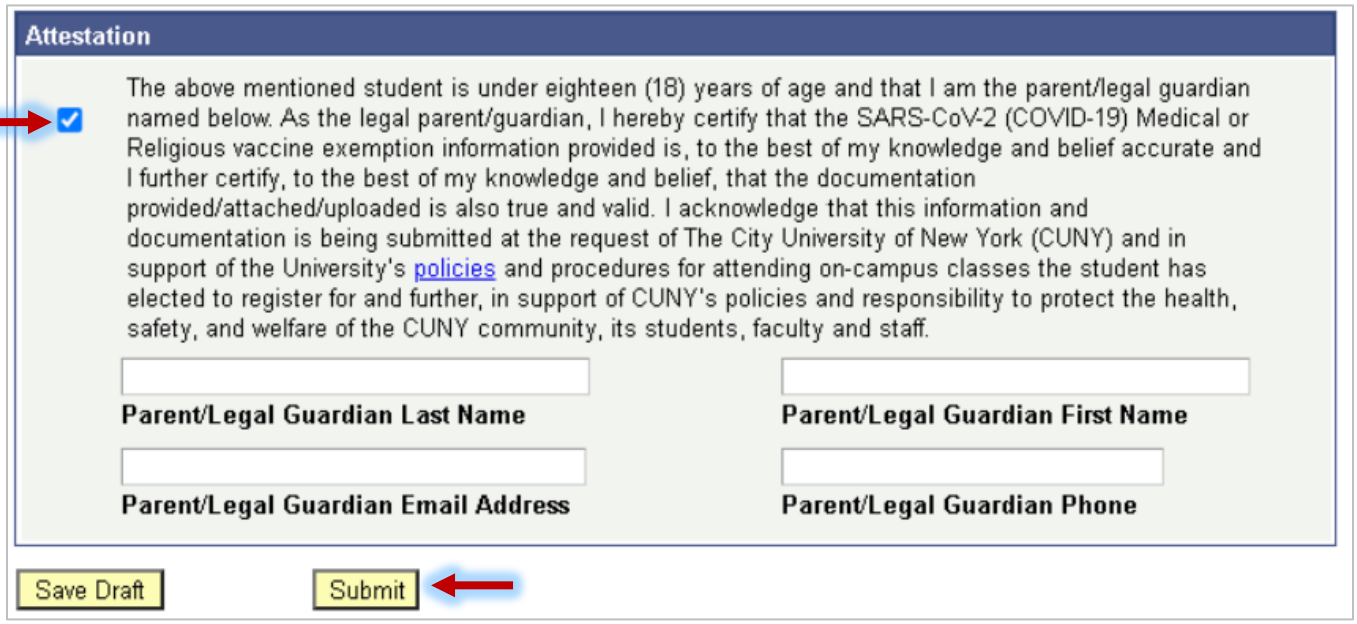
3. Once your document is uploaded, you can click the **View** link to review your uploaded file before submission.



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.





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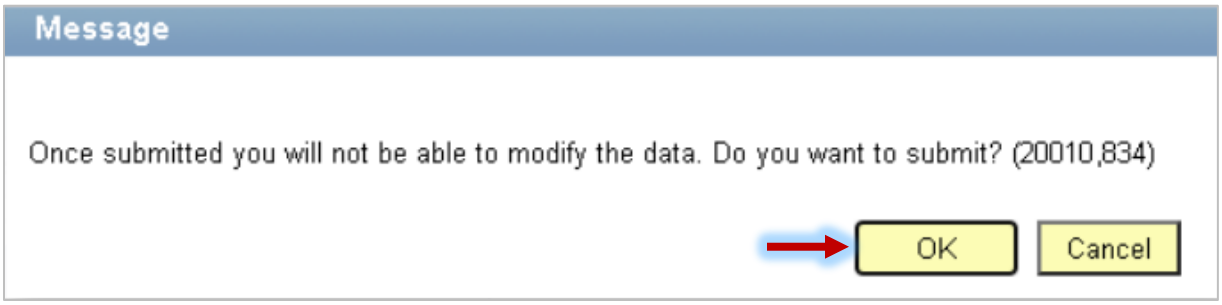

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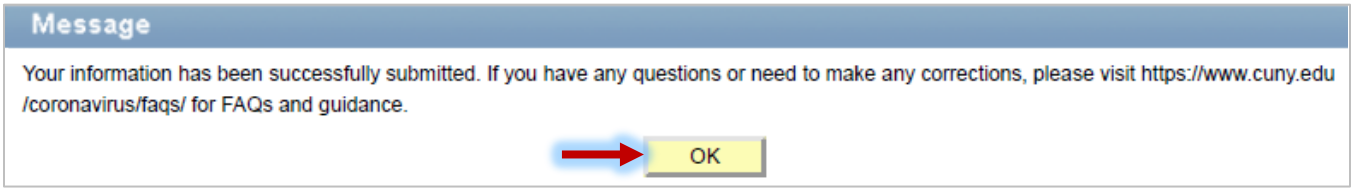
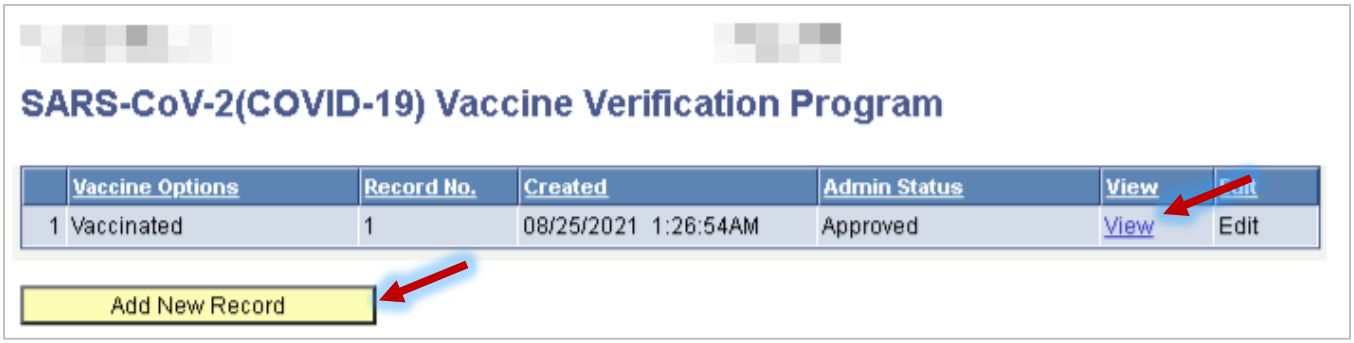
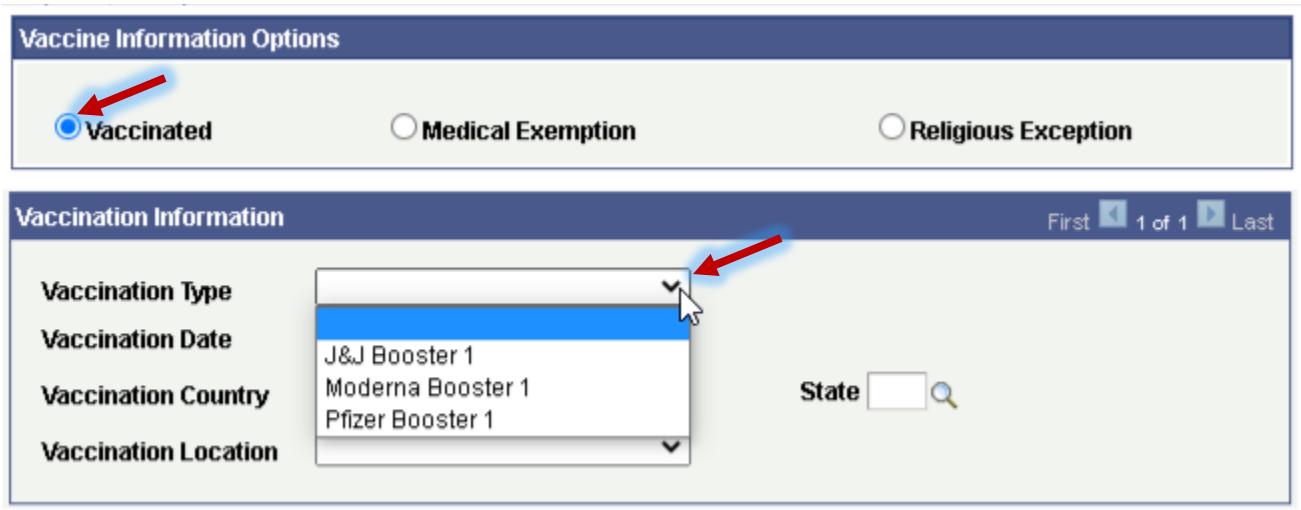


Booster Only

1. Once you have an approved vaccination verification in the system, your **Vaccine Verification Program** page will list your existing records, which you can view by clicking the **View** link. To add your booster, click the **Add New Record** button below.



2. Click the **Vaccinated** radio button and fill out the booster dose details in the generated area.



3. Upload the image of your booster dose card in the **Supporting Documents** section. Select document type from the dropdown menu and click the **Upload** button to upload a document from your computer.

4. Once your documents are uploaded, you can click the **View** link to review your uploaded files before submission.

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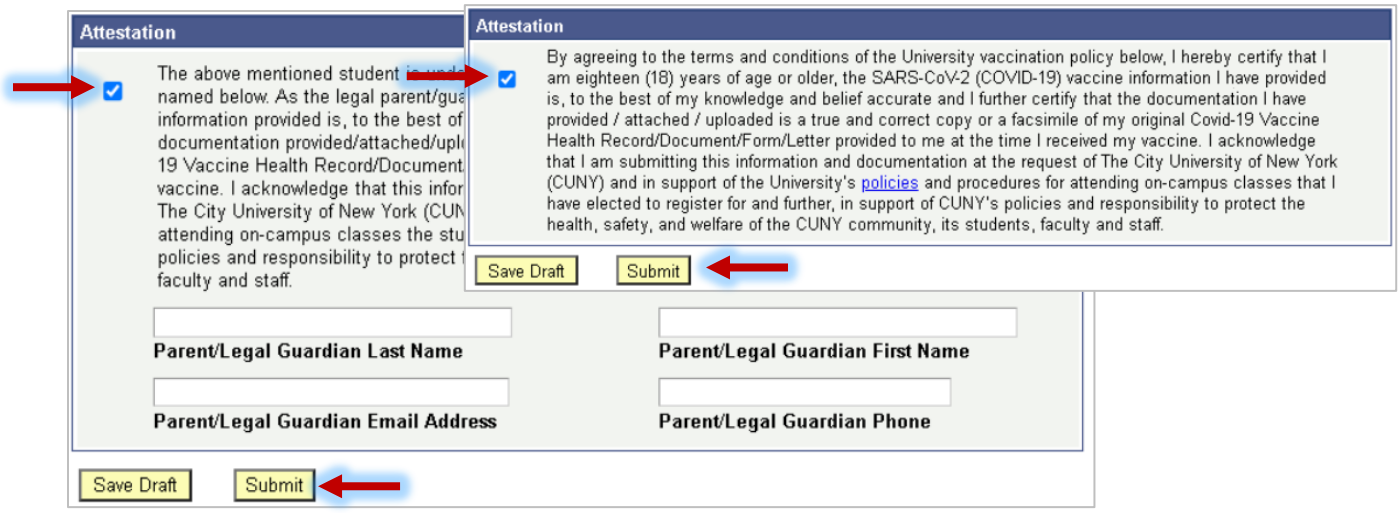
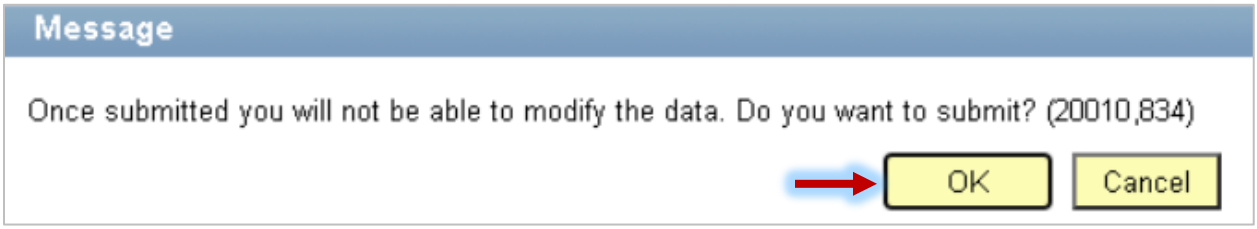
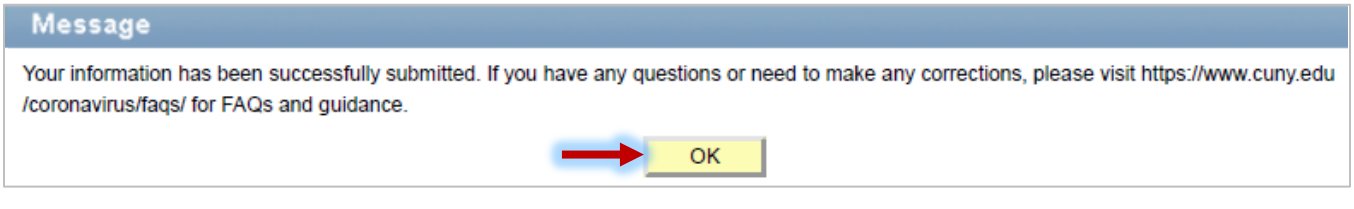
6. Click the **Submit** button.



7. You will see a confirmation pop-up window. Click **OK** to submit.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