

## How to Submit MMR Immunization Records

1. Go to <http://studenthealth.uiowa.edu/medproctor> and follow the screen prompts to register for a student account. Your University ID must be used- do not change the email to a personal email address when you register. This will ensure that your submission will be recorded correctly in the UI system.
2. “Entering term” is the semester/year you will be starting classes at Iowa. “Class” is first year, sophomore, etc. “Campus Resident” is “**Yes**”, **if you are attending classes on the Iowa City campus**.
3. “Program Participation” is your program of study/major. Select from the drop-down menu if you are an Engineering student, College of Liberal Arts (CLAS) student, Business student, etc.
4. **IMPORTANT:** The screen that prompts, “Ready to submit your documentation?” describes an optional paid service where you can pay \$10 to have a lifetime immunization record with Med+Proctor. This is **NOT required**. There is no charge to submit your immunizations at the UI. If you do not want this lifetime immunization record through Med+ Proctor, select the gray button at the bottom to decline.
5. You have choices on the type of form to send in for documentation. Med+Proctor will accept immunization records from any US state health department or any official record. Yellow books and governmental immunization certificates are acceptable for international students. Make sure your name, birthdate, and University ID number is on documents and that they are clearly legible when you upload them. You can also use the form provided by Med+Proctor: on the “Documents” page, download and print the **Med+Proctor Immunization Certificate**. You can fill it out and send it/take it to your healthcare provider for review and completion. **All required blanks must be completed, including a signature and the National Provider Identifier (NPI) number**. This can often be accomplished by fax or email and does not require a healthcare provider visit...but do remember to take it along if you have a pre-college visit scheduled!
6. Use your phone to take a clear, legible picture of your form or use a document scanner set to produce .jpeg files. In the section, “Upload a Document”, choose your saved file or picture from your phone or computer, and upload it to **Med+Proctor**.
7. **Med+Proctor** will review your documents and communicate via your UI email if your form has all required fields completed and your record is approved. Your compliance will be recorded in the Registrar system so that you can register for classes in future semesters at the UI.
8. Use the **Med+Proctor Student Help Page** and the **Med+Proctor Student FAQs** page if you have questions- they are standing by to help! You can get help by email or live chat on the site.
9. Specific immunization questions and information about medical or religious exemptions to required vaccinations can be sent to Student Health at [student-immunizations@iuowa.edu](mailto:student-immunizations@iuowa.edu)