**North Carolina General Statutes §130A 152 – 157** requires that all students entering college present a certificate of immunization which documents that the student has received the immunizations required by law. Students will be WITHDRAWN FROM THE UNIVERSITY 30 days after classes begin if immunization requirements have not been met and the immunization and tuberculosis information have not been received by Duke Student Health Services (SHS). If an immunization requires a series of doses and the period necessary to give the vaccine extends beyond the 30 days, the student will be allowed to attend classes upon receiving documentation that the series is in progress. SHS reserves the right to deactivate your DukeCard if the minimum immunization requirements are not met. You may obtain any needed immunizations from your private physician, local health department, or SHS.

**Deadlines for submission:**
- Fall admission - June 15
- Spring admission - December 15
- Summer admission - April 15

**Basic Instructions:**
- All Immunization records are required to be submitted in, or translated into English, and in MM/DD/YYYY format
- Include the student’s name and Unique ID on all correspondence. Print all student information legibly (name, phone, etc.).
- Have forms completed by a doctor’s office, clinic or health department. An “official stamp” AND an official signature from one of these entities must be included for documents to be complete and accepted.
- KEEP A COPY FOR YOUR RECORDS. Should anything be amiss, you can easily refer to what was sent to SHS.

**The following 4 steps are MANDATORY:**
- **Step 1:** Have a doctor’s office, clinic or health department complete the Mandatory Immunization Requirements Form
- **Step 2:** Complete the Mandatory Tuberculosis Screening Questionnaire (Duke performs targeted TB testing)
- **Step 3:** Log into the SHS portal (red heart entitled) “Student Health Gateway” [http://studentaffairs.duke.edu/studenthealth](http://studentaffairs.duke.edu/studenthealth)
  - Click the “Forms” tab and complete the following online forms:
    - Duke University HIPAA Agreement and Consent to Treat
    - Health History Form
    - Immunizations Page in EMF Forms
    - TB Screening Page in EMF Forms
- **Step 4:** Mail the completed Immunization Requirements Form and TB Screening Questionnaire to:
  - Duke University Student Health Center
  - Attention: Immunization Department
  - DUMC Box 2899, Durham, NC 27710
  - OR
  - Fax 1.919.681.7386
  - OR
  - immunizationrecords@studentaffairs.duke.edu

**IMPORTANT!** You MUST enter the information online before you fax or mail your completed forms. If you don’t, this will greatly delay processing. Please go to the above link and complete the online forms before sending Duke SHS your records. We cannot guarantee that records received after the deadline will be processed by the 1st day of classes. Your information will be reviewed by staff. Immunization records are processed in order of receipt. You will be notified via secure message of compliance or if additional information is needed. Keep a copy for your records. There are occasions when you may need to re-submit your documentation.
**Immunizations:**

Duke Students who pay the health fee are eligible to get their routine vaccinations at Duke Student Health. Please call 1.919.681.9355 to schedule an immunization appointment. If you choose to walk in without an appointment, we will do our best to fit you into the immunization schedule. There may be lengthy wait times and there is no guarantee that we can see you the same day. Students who have begun a series of immunizations, but have not completed the series due to the need to meet minimum intervals between doses, are considered in process and may attend school.

When a record of immunization cannot be provided, the student must be revaccinated at an age-appropriate, accelerated schedule to the minimum requirement by law. Included are links to CDC Vaccine Information Statements (VIS), including medical contraindications to these vaccinations. Visit the CDC’s website to view all VIS listings.

**Diphtheria, Tetanus, Pertussis:** 2 doses and a Tdap booster required for ALL: 3 total doses required, with one being given within the past 10 years. If you need a booster, it must be given as Tdap (Boostrix or Adacel). If you cannot provide this documentation, you must complete an adult series. The adult series consists of one (1) dose of Tdap followed by two (2) doses of tetanus/diphtheria vaccine, with the second dose being given one (1) month after the first dose. The third (3) dose given six months after the second dose.

**Measles (Rubeola), Mumps, Rubella MMR:** 2 doses REQUIRED if single antigen vaccine given must have 2 Measles, 2 Mumps and 1 Rubella OR positive MMR IgG antibody titer. The first dose must have been received at 12 months of age or later. The second dose must have been received at least 28 days after the first dose as per CDC guidelines. ACIP allows a grace period of 4 days (i.e., vaccine doses administered up to 4 days before the recommended minimum age can be counted as valid). However, if a dose was administered 5 or more days earlier than the recommended age, it is not valid and must be repeated.

**Hepatitis B:** 3 doses required for Undergraduates. **3 dose series AND positive Hep B titer required for Health Science students.** Minimum intervals between doses: 4 weeks between first and second dose, 8 weeks between second and third dose and at least 16 weeks between first and third dose. Optional two-dose schedule of Recombivax HB® only for vaccination of adolescents aged 11-15 years. Positive Hepatitis B surface Antibody (HBsAb) quantitative titer (greater than 10 mIU/ml) REQUIRED for Health Science students. If the quantitative titer is less than 10 mIU/ml, a second 3 dose Hepatitis B series must be completed and a quantitative HBsAb titer rechecked 2 months after completion of the second 3 dose series **LABORATORY REPORT MUST BE ATTACHED.** ACIP allows a grace period of 4 days (i.e., vaccine doses administered up to 4 days before the recommended minimum interval or age can be counted as valid). However, if a dose was administered 5 or more days earlier than the recommended minimum interval between doses, it is not valid and must be repeated. The repeat dose should be spaced after the invalid dose by the recommended minimum interval.

**Meningococcal Vaccine:** Meningococcal Booster (Menactra, Menevo, Menomune, MPSV4, MCV4) is REQUIRED. Booster dose must be given to first-year college students if the previous dose was given before the age of 16. The minimum interval between doses of meningococcal conjugate vaccine is 8 weeks. Non-freshman college students may choose to be vaccinated to reduce their risk of meningococcal disease.

**Varicella (Chicken Pox):** REQUIRED FOR HEALTH SCIENCE STUDENTS: History of Chicken Pox illness AND Positive Varicella IgG titer OR 2 doses of varicella-containing vaccine given on or after 12 months of age and at least 28 days apart AND Varicella IgG titer. Students without a history of disease, with one prior dose of vaccine, or with a negative antibody titer should receive a total of two doses of vaccine followed by a Varicella IgG titer 2 months after receiving the 2nd dose. If your varicella titer result is negative, make sure the correct titer was performed, IgG, not IgM.

**Polio:** 4 doses REQUIRED for students under age 18

**Acceptable Records of your Immunizations may be obtained from any of the following:**

- High School Records – These may contain some, but not all of your immunization information. Your immunization records do not transfer automatically. You must request a copy.
- Personal Shot Records – Must be verified by a doctor’s stamp or signature or by a clinic or health department stamp.
- Local Health Department
- Military Records of WHO (World Health Organization Documents) - These records may not contain all of the required immunizations.
- Previous College or University – Your immunization records do not transfer automatically. You must request a copy.

The NC Department of Health and Human Services has additional tips for tracking down your immunization record.
**Tuberculosis Screening Information:**

All incoming students must be screened for Tuberculosis TB risk factors through a screening questionnaire. If TB testing is indicated by this questionnaire, a Tuberculosis skin test (TST) or IGRA (TB blood test) must be completed within the 12 months preceding the 1st day of classes. BCG vaccination does not prevent testing. For students who have received the BCG vaccine, an IGRA, either QuantiFERON TB Gold (QFT-G) or T-Spot, is preferred. If TST or IGRA is positive, a chest x-ray is required within the 12 months preceding the 1st day of classes. If a student has recently received a live virus vaccine, TB testing should be delayed for 4 weeks.

**International students:** You must complete the TB Screening Questionnaire along with Duke University Immunization Requirements Form AND submit both forms prior to arrival. Section C must be completed within the first 30 days of class. Please call Duke Student Health at 919.681.9355 to schedule your TB testing. Again, testing must be done in the UNITED STATES or here at Duke Student Health once you arrive on campus. You must be enrolled in the Duke Student Medical Insurance Plan to have insurance coverage for the test. Otherwise, please wait until you have insurance coverage.

You must fax, email OR mail the completed TB screening form AND Immunization Requirements form to:

Duke University Student Health Center  
Attention: Immunization Department  
DUMC Box 2899  
Durham, NC 27710  
OR  Fax: 1.919.681.7386  OR  email: immunizationrecords@studentaffairs.duke.edu

The Student Health Center utilizes the T-SPOT.TB test, which is a new blood test that was approved by the FDA in 2008. This new test is important for those who have had the BCG vaccination. Results are unaffected by BCG vaccination, age or immunosuppression.

Your immunization status is listed as non-compliant until the testing is complete. This will ensure compliance with North Carolina State Immunization Statutes, and your continued enrollment at Duke University.

**Here are some key questions and answers regarding the T-SPOT.TB test:**

*How is the test administered?*
Blood sample is taken at the Student Health Center.

*How is the test read?*
Test is performed by a laboratory that reports the result to the Student Health Center.

*How are the results communicated to the patient?*
Students will receive a secure message/email from the Immunization Coordinator with the test results.

*How much does the test cost?*
$60, which will be paid at the Student Health Center either by cash or credit card or may be charged to the student's Bursar account. Students will be given a receipt that can be used to file a claim with their insurance company. The Student Health Center will NOT file insurance claims for the T-SPOT.TB test.

*What happens if my test result is positive?*
A positive test means that you have either latent or active TB. If positive, a Chest X-ray is **REQUIRED.**
**Frequently Asked Questions and Answers:**

What happens if I don't complete the online forms or send in the documentation?
You must fill out the online forms and submit your documentation. Failure to comply with the University's immunization standards and to submit the Immunization Requirements form, Tb Screening form and/or the online information will result in your DukeCard being deactivated and having a hold placed on your registration, which will make you unable to attend certain classes and unable to register for future classes.

What if I just send in my documentation but don't fill out the online forms?
Filling out the online forms is required. Your documentation will not be processed. You will need to enter the information online and then resend the documentation. If you cannot access the online form, please contact us.

What if I fill in the online form but don't submit any documentation?
Your online information must be verified by the supporting documentation before it can be considered part of your medical record.

What if I have additional immunizations after I have already submitted the Health Forms?
You should send a copy of your updated record to the Immunization Office, with a statement explaining that this is an update.

My registration is on hold OR My DukeCard has been deactivated. What do I do now?
You should contact the Student Health Center for an immunization appointment without delay. They will explain why you are on hold and administer any vaccines during that appointment visit.
Please note: Only the Immunization Compliance Office can remove your hold.

If I become compliant will I be taken off hold automatically?
No, the process is not automatic. It typically takes about 24 hours for a hold to be removed once you have become compliant. Please contact the Immunization Compliance Office at 1.919.681.4912 holds can only be removed during regular business hours.

Can I re-submit the online forms?
No, you can only submit online once. Once you click the Proceed button your information is officially submitted.

I don’t have access to a computer, what do I do?
Bring your immunization documentation with you to campus and submit it online from here. If you need help, Student Health has computers with internet access and can assist you.

I can't find my old immunization papers. What do I do?
You can try to obtain a copy of your immunization record from your high school or your pediatrician's office. If not obtainable, you may need to start the adult series of the vaccination over, or elect to be tested for immunity against measles, mumps, rubella, and or hepatitis B by a simple blood test.

The physician signed my immunization form before all my immunizations were completed. What should I do?
For immunizations administered after the date the physician signed your immunization form you will need to submit the official record of those immunizations.

I am pregnant but not up-to-date on my health requirements. What can I do?
If you are pregnant and unable to receive immunizations, you will need a note from a physician verifying your pregnancy and your approximate due date. This will allow Student Health Service to temporarily clear your immunization hold until your baby is born.

What happens if I cannot complete an immunization series prior to the registration deadline?
- The Immunization Compliance Office will grant you temporary clearance, which allows you to register for classes, if an immunization series is in process.
- If the immunization series is not completed in the allotted time, a hold will be placed on your registration portal preventing you from registering for classes and your DukeCard will be deactivated until the needed immunization is administered.

What is the difference between the Td and Tdap immunizations? The Td (tetanus, diphtheria) vaccine will only activate your body’s immune defenses against the tetanus and diphtheria diseases. The Tdap vaccine will help your body build immunity against tetanus, diphtheria and pertussis (whooping cough).
Important things to remember:

- Fax ONLY the single page of records (and lab reports as needed). Faxing a record with instruction sheets and/or cover pages, or sending the same fax multiple times, may delay processing time, which may affect your ability to register for classes.
- Due to high volume, it may take up to 30 days to process your form. The SHS does not send confirmation that an individual form has been received.
- The forms will be reviewed and determined complete or not by SHS staff. Students will not be cleared for classes until all immunization requirements are met.

Exemptions

North Carolina law provides for two types of exemptions from required immunizations. They are medical and religious. For information on N.C. exemptions please contact the Immunization Compliance Coordinator at 919-681-4912.

Medical Exemption G.S.130A-156.

Medical exemptions can only be requested by a physician licensed to practice medicine in North Carolina. If a physician determines the need to request a medical exemption from a required immunization for a patient and needs assistance, they should contact the Immunization Compliance Coordinator at 919-681-4912.


If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Part, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization.

Non-Religious Personal Belief 10A NCAC 41A .0403.

There is no exception to these requirements for the case of a personal belief or philosophy of a parent or guardian not founded upon a religious belief.

Location:

Duke Student Health Center is located on Flowers Drive. (map)

Hours of Operation:

Appointment Hours:
8:30am – 12:30pm, 1:30pm – 4:50pm Mon, Tues, Thurs, & Fri
9:30am – 4:50pm on Wed