North Carolina General Statutes § 130A 152-157 requires that all student 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 Students will be WITHDRAWN FROM THE UNIVERSITY 30 days after classes begin if immunization requirements have not been met OR if the immunization and tuberculosis information have not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 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, pharmacy that has urgent care services, 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 must be in MM/DD/YYYY format
- Include the student’s name and Duke Unique ID on all correspondence. Print all student information legibly (name, phone number, Duke Unique ID, 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 accepted.
- KEEP A COPY FOR YOUR RECORDS. If there are any questions you can easily refer to what was sent to SHS

**The following 4 steps are MANDATORY:**

1. Have a doctor’s office, clinic, or health department complete the Mandatory Immunization Requirements Form
2. Complete the Mandatory Tuberculosis Screening Questionnaire (Duke performs targeted TB testing)
3. Log into the SHS portal (red ❤️) 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 HIPPA Agreement and Consent to treat. This is for students over age 18. If you are under 18 your parent or guardian must print a copy of the Consent, sign it, and submit with your immunization records.
   - Health History Form
   - Immunizations Page
4. Submit the completed Immunization Requirements Form, TB Screening Questionnaire, and if you are under age 18 the signed Consent for treatment form to:

   Duke University Student Health Center
   Attention: Immunization Department
   DUMC Box 2899, Durham, NC 27710
   OR
   Email: immunizationrecords@studentaffairs.duke.edu
   OR
   FAX: 1-919-681-7386

**IMPORTANT!** You MUST enter the information online before you submit your completed forms. If you do not this may delay the processing of your records. We cannot guarantee that records received after the deadline will be processed by the 1st day of classes. Your records will be reviewed by staff. Records are processed in order of receipt. There are occasions when you may need to re-submit your documentation
Frequently Asked Questions:

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 classes and unable to register for future classes.

What if I just send in my documentation but don’t fill out the online forms?
Filing out the online forms is required. Failure to complete the online information may cause a delay in processing your records. If you have trouble accessing the online documentation please contact us.

What if I fill in the online forms but don’t submit any records?
We use the submitted documentation to verify the online information. If you do not submit the information you will not meet the requirements.

What if I have additional immunizations after I have already submitted the Health Form?
You need to send a copy of your updated record to the Immunization Office, on official documentation, with a statement explaining that you have immunizations to be updated.

Can I re-submit the online form?
No, you can only submit the online form once. Once you click the proceed button our information is officially submitted.

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

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.

When I become compliant will my DukeCard be activated automatically?
No, the process is not automatic. It typically takes about 24 hours for a hold to be removed once you have become compliant.

What happens if I cannot complete an immunization series prior to the registration deadline?
The Immunization Compliance Coordinator 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, in addition, you may be unable to attend classes until the needed immunization is administered.

What is the difference between the Td and Tdap immunizations?
Tdap is mandated by NC state law. Td will only protect against tetanus and diphtheria. Tdap will help protect you not only from tetanus and diphtheria but from pertussis as well. Tdap is required for admission to Duke. If you are unable to obtain the Tdap vaccine you may receive at Student Health
Important things to remember:

- **EMAIL is the preferred method to submit your records**
- Fax ONLY the single page of records (and lab reports as needed) Faxing records with instruction sheets and or cover pages, or sending the same fax multiple times, may delay processing time, which may affect your ability register for classes
- Due to high volume, it may take up to 30 days to process your form. 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.

Location and Phone Number

- Duke Student Health Center is located on Flowers Drive
- 919-681-9355