

**ADMINISTRATIVE PROCEDURE**  
**Student Immunization Requirements**

Related Policy: 07.025 – Student Immunization and Screening/Testing

These procedures have been established to implement UNT Policy 07.025, Student Immunization and Screening/Testing ("Student Immunization Policy"). The procedures relate only to first-time student moving into on-campus housing as well as incoming International and Intensive English Language Institute (IELI) students who are considered to be high risk students for tubercular disease, as defined by the Centers for Disease Control and Prevention (CDC).

**I. Procedure for Submitting the Required Immunization Documentation**

Students who are from countries with a high prevalence of tuberculosis (TB) must be screened and/or tested within the first three (3) weeks of their first term of study on the UNT campus. All first-time students of the University who have applied for and have been approved to reside in on-campus housing, are required to provide proof of bacterial meningitis vaccination at least ten (10) days prior to the date the student is to move into on-campus housing.

It is the student’s responsibility to ensure the required documentation is complete and on file with the Student Health and Wellness Center (SHWC).

Responsible Party	Action
All high risk students, First-time students moving into on-campus housing, or Parent/legal guardian	<ol style="list-style-type: none"> <li>Obtain a copy of the <i>Tuberculosis (TB) Screening Form</i> or the <i>Bacterial Meningitis Immunization Record</i> online via the SHWC website (<a href="http://www.healthcenter.unt.edu">www.healthcenter.unt.edu</a>).</li> <li>Complete the form and include the appropriate documentation serving as proof of previous immunization and/or immunity (i.e., report of serology, a record from any public health department, an official school immunization record, a form summarizing medical record and prior immunizations, etc.).</li> <li>Mail, fax, or hand deliver the form and appropriate documentation to the following address immediately upon receipt of the enrollment packet: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p><b>Mailing Address:</b></p> <p>UNT Student Health and Wellness Center  Attn: Immunizations Processing  1155 Union Circle #305160  Denton, Texas 76203</p> </div> <div style="text-align: center;"> <p><b>Drop-off Location:</b></p> <p>UNT Health and Wellness Center  Chestnut Hall, room 202  1800 Chestnut Street  Email: <a href="mailto:shwc-immz@unt.edu">shwc-immz@unt.edu</a>  Fax: 940.369.7042</p> </div> </div> </li> </ol>
SHWC	<ol style="list-style-type: none"> <li>Review properly completed and submitted forms, based on the date and time of delivery, as soon as possible, but no more than 15 business days after receipt.</li> <li>Notify the student or parent/legal guardian if the immunization requirements have been met via the telephone number or e-mail address provided on the screening form or immunization record.</li> <li>Maintain a copy of the screening form and results in accordance with the Records Retention Schedule.</li> </ol>
All high risk students, First-time students moving into on-campus housing, or Parent/legal guardian	Maintain a copy of the submitted forms, along with the supporting documentation for personal records.

## II. Procedure for Requesting an Exemption to Immunization Requirements

Students may seek an exemption to the requirements of the Student Immunization Policy. Exemptions are allowable on an individual basis for medical contraindications and reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

The University accepts only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch from students requesting an exemption from immunization requirements for reasons of conscience. Requests for a medical exemption must be submitted on a standard form developed by SHWC.

Responsible Party	Action												
<p><b>All high risk students, First-time students moving into on-campus housing, or Parent/legal guardian</b></p>	<ol style="list-style-type: none"> <li>Obtain a copy of the <i>Tuberculosis Screening Medical Exemption Affidavit</i> or the <i>Bacterial Meningitis Immunization Medical Exemption Affidavit</i> online via the Student Health and Wellness Center website (<a href="http://www.healthcenter.unt.edu">www.healthcenter.unt.edu</a>). A copy of the <i>Affidavit Request for Exemption from Immunizations for Reasons of Conscience</i> form is located on the Texas Department of State Health Services website at: (<a href="http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions">http://www.dshs.state.tx.us/immunize/school/default.shtm#exclusions</a>).</li> <li>Complete the form and include the appropriate documentation supporting an exemption to the immunization requirements.</li> <li>Mail, fax, or hand deliver the form and the appropriate documentation, to the following address: <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Mailing Address:</b></td> <td style="text-align: center;"><b>Drop-off Location:</b></td> </tr> <tr> <td style="text-align: center;">UNT Student Health and Wellness Center</td> <td style="text-align: center;">UNT Health and Wellness Center</td> </tr> <tr> <td style="text-align: center;">Attn: Immunizations Processing</td> <td style="text-align: center;">Chestnut Hall, room 202</td> </tr> <tr> <td style="text-align: center;">1155 Union Circle #305160</td> <td style="text-align: center;">1800 Chestnut Street</td> </tr> <tr> <td style="text-align: center;">Denton, Texas 76203</td> <td style="text-align: center;">Email: <a href="mailto:shwc-immz@unt.edu">shwc-immz@unt.edu</a></td> </tr> <tr> <td></td> <td style="text-align: center;">Fax: 940.369.7042</td> </tr> </table> </li> </ol>	<b>Mailing Address:</b>	<b>Drop-off Location:</b>	UNT Student Health and Wellness Center	UNT Health and Wellness Center	Attn: Immunizations Processing	Chestnut Hall, room 202	1155 Union Circle #305160	1800 Chestnut Street	Denton, Texas 76203	Email: <a href="mailto:shwc-immz@unt.edu">shwc-immz@unt.edu</a>		Fax: 940.369.7042
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<p><b>SHWC</b></p>	<ol style="list-style-type: none"> <li>Review properly completed and submitted forms, based on the date and time of delivery, as soon as possible, but no more than 15 business days after receipt.</li> <li>Approve or deny the request and notify the requestor of the decision via the telephone number or e-mail address provided on the exemption form.</li> <li>Maintain a copy of the exemption form and decision in accordance with the Records Retention Schedule.</li> </ol>												
<p><b>All high risk students, First-time students moving into on-campus housing, or Parent/legal guardian</b></p>	<p>Maintain a copy of the exemption form and decision, along with the supporting documentation for personal records.</p>												

## III. Procedure for Removing Block on Student Accounts

Any high risk student who fails to meet the TB requirements will have a registration block placed on his or her account by UNT International. The student may remain in classes for the first term of study; however, he or she will be unable to register for classes until the TB screening and/or testing process is complete.

All first-time students moving into on-campus housing who fail to provide proof of bacterial meningitis vaccination will have a block placed on his or her account by Housing and Residence Life or the Office of Greek Life. The student will not be permitted to move into on-campus housing until the required documentation is complete and on file with SHWC.

Responsible Party	Action
<b>SHWC</b>	<ol style="list-style-type: none"> <li>1. Notify the student that a block has not been removed on his or her account for failure to comply with immunization requirement(s) via the telephone number or e-mail address provided on the screening form or immunization record and inform the student that he or she must provide the required documentation or contact SHWC immediately to schedule an appointment to be screened and/or tested.</li> <li>2. Remove the block, as soon as possible, but not later than 15 business days after immunization requirements are met.</li> <li>3. Notify the student that a block has been removed from his or her account via the e-mail address provided on the screening form or immunization record.</li> <li>4. Maintain a copy of the required documentation in accordance with the Records Retention Schedule.</li> </ol>
<b>All high risk students, first-time students moving into on-campus housing, or the parent/legal guardian</b>	<ol style="list-style-type: none"> <li>1. Submit documentation, as soon as possible, verifying that the student has been screened and/or tested for TB or received the required immunization, <b>or</b></li> <li>2. Schedule an appointment with SHWC for the student to be screened and/or tested for TB and received the required immunization, as soon as possible, <b>or</b></li> <li>3. Submit documentation requesting an exemption of TB testing or immunization requirements to SHWC, as soon as possible.</li> <li>4. Maintain a copy of all forms, along with supporting documentation, for personal records.</li> </ol>

Questions concerning these procedures should be directed to the Student Health and Wellness Center at (940) 565-3541. Students also may direct inquiries to IELI Main Office, the IELI Student Counselor, the IELI Lab, or the Welcome Center.