



## INSTRUCTIONS - Vaccination Requirement

- Log in to your Buckeye Link to view your To Do List.**  
Which Vaccination Requirement(s) are you required to complete?
  - Vaccination Requirement – Domestic
  - Vaccination Requirement – International
  - Vaccination Requirement – Housing
  
- Obtain your vaccination documentation from your licensed medical provider.**  
Documentation must be in English. The following documentation may be uploaded for review:
  - **The OSU Vaccination Requirement form (preferred)** – available at [shs.osu.edu](https://shs.osu.edu) under the “Forms” tab.
  - An immunization history printed off by your provider’s office, high school, local health department, a previous university/college, or the U.S. military.
  - The Ohio State University Employee Health Immunization History.
  - Blood test (titer) lab reports, if applicable. Must include both results and interpretation.
  
- Enter (type in) the dates of your vaccinations in My BuckMD**, your secure health portal at Student Life Student Health Services.
  1. Go to [shs.osu.edu](https://shs.osu.edu) and click “Login to My BuckMD”. Enter your university name.# and password.
  2. Click the “My Forms” tab.
  3. Locate the Vaccination Requirement form(s) on the left side of screen, in red. Click on the form(s).
  4. Enter (type in) your vaccine dates and/or blood test (titer) dates into the online form.
  5. Click the “Submit” button.
  
- Upload the vaccine documentation that you obtained from your licensed medical provider.**  
To upload:
  - Upload to My BuckMD (preferred).**
    1. Go to [shs.osu.edu](https://shs.osu.edu) and click “Login to My BuckMD”. Enter your university name.# and password.
    2. Click the “Document Upload” tab.
    3. Select *Vaccination Requirement – New OSU Students* for the “Document Type”.
    4. Click the “Browse” button to locate your document on your device.
    5. Click the “Save” button to submit.
  - Alternative ways to upload:** Email attachment, fax, in person, or mail. See contact information below.
  
- Submissions are due by the first day of your first semester at The Ohio State University. Please allow 30 business days for the review of your submissions.
  
- IMPORTANT:** Do not forget to log in to My BuckMD regularly to check your secure messages. Our team will correspond with you via secure message under the “Messages” tab in your My BuckMD portal.

For more information about the Vaccination Requirement, visit: [go.osu.edu/vaccination](https://go.osu.edu/vaccination)

**Still have questions? Contact us.**

**The Health Information Services Team**

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