



COLBY COLLEGE
4460 Mayflower Hill
Waterville, Maine 04901
TEL 207-859-4460
FAX 207-859-4475
healthservices@colby.edu

GARRISON-FOSTER HEALTH CENTER

Health and Immunization Requirements Checklist and Instructions

**All required health information must be received by July 17.
Students may not register for COOT until this information is received.**

Please use the following checklist as a guide to ensure that you have met all the Health Center requirements for entrance to Colby. All requirements must be completed by July 17.

Please submit all paperwork at one time, uploading it through the [Student Health Portal](#).

- [] **1. Online Medical History Form**
- [] **2. Online Immunization Record Entry**
- [] **3. Copy of Immunization Record** (Upload through Student Health Portal)
- [] **4. Completed Physical Examination Form** (Upload through Student Health Portal)
- [] **5. Authorization to Treat a Minor Form** (If applicable, upload through Student Health Portal)
- [] **6. Copy of Health Insurance Card** (Upload through Student Health Portal)
- [] **7. Online Student Health Insurance Registration/Waiver**

Instructions for completing requirements

Items one and two are forms to fill in online. Items three through six require uploading completed documents through the Student Health Portal.

To log in to your online [Student Health Portal](#)

At the login screen enter your Colby College username and your password. Click on **Login**.

Once logged in, if you wish to enter a Gender Identity and/or Preferred Pronouns:

- Click on your name at the top of your portal screen
- Click on Edit Your Profile
- Scroll down to the second of half of the page to click on those options you wish to choose.

** Please note that you cannot update your address or phone number from this page as it is fed from Colby's main database.*

1) Colby College Online Medical History Form

Click on [Student Health Portal](#)

At the login screen enter your Colby College username and your password. Click on **Login**.

Click on **Forms** and choose **Colby College Medical History Form**.

Please check that your browser's pop-up blocker is turned off. When some questions are answered 'yes,' a new question may appear asking for additional information. Upon completion click on **Submit**.

2) Online Immunization Record entry

Required immunizations

- Two measles, mumps, rubella (MMR)
- Meningitis – one dose at age 16 or older
- Polio series
- Tdap or TD booster within last 10 years (Tdap is preferred)

Click on [Student Health Portal](#)

At the login screen enter your Colby College user name and your password. Click on **Submit**.

On your to do list, click on **Immunizations**. To submit immunization information, first select "Required".

Under each immunization click in the date field and type the date mm/dd/yyyy that the immunization was administered.

Repeat the process for immunizations listed under the "Recommended" tab.

Please review the data carefully before you click **Submit**.

Once you click submit, you will not be able to edit the data. You may however, go back and enter additional immunizations if needed. *A physician's copy of your immunization record is required for verification.*

*For items **three through six**, please upload directly through the [Student Health Portal](#) using your computer or mobile device. From your Student Health Portal home screen, click on **Upload**, choose the appropriate form from list, and **Select File**. This gives you access to your immunization records or insurance information anytime you need them.*

3) Copy of Immunization Record

Upload the physician's copy of your immunization record directly through the Student Health Portal. From your home screen click on **Upload**, choose **Immunization Record**, and **Select File**.

Copy of record is required for verification of online information.

Required immunizations

Two measles, mumps, rubella (MMR)

Meningitis – one dose at age 16 or older

Polio series

Tdap or TD booster within last 10 years (Tdap is preferred)

* International students must use our [Immunization Record Form](#). Please download the form, print it, and take it to your physician to complete.

4) Physical Examination Form

Please print the [Physical Examination Form](#) and have it completed by your physician. Upload your completed form to us directly through the Student Health Portal. From your home screen click on **Upload**, choose **Physical Exam Form**, and **Select File**.

The Colby Health Center form must be completed and signed by your healthcare provider. No other physical exam form will be accepted. The physical exam must have occurred within the last 12 months, or after April 1 if student will be a [varsity or rugby club athlete per NCAA](#).

5) Authorization to Treat a Minor Form

If you will not be 18 years old by Aug. 28, 2017, please download [Authorization to Treat a Minor](#) form, print it, have your parent/guardian complete and sign the form, and upload it with other paperwork.

Upload your Authorization to Treat a Minor Form directly through the Student Health Portal. From your home screen click on **Upload**, choose **Authorization to Treat Minor**, and **Select File**.

6) Copy of Health Insurance Cards

Include a photocopy of the front and back of your medical/prescription insurance cards for our records. Please include subscriber name and date of birth as our local hospital requires this information. Students should carry their insurance cards when they come to campus.

Please upload a copy of your insurance cards to us directly through the Student Health Portal. From your home screen click on **Upload**, choose **Insurance Card**, and **Select File**.

International students are required to purchase the school sponsored health insurance, therefore do not need to submit insurance cards.

7) Online Student Health Insurance Registration/Waiver

The online [Student Health Insurance Registration/Waiver](#) must be completed annually, even if you have your own coverage.

Please allow up to one week for Colby to process your information once we have received it. If you are unable to upload your forms using the Student Health Portal, please send them to:

Garrison-Foster Health Center
4460 Mayflower Hill Dr.
Waterville, ME 04901

You may also fax forms to 207-859-4475

If you have any questions, please contact the Health Center at (207) 859-4460 or healthservices@colby.edu.