



NESTOP
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HOW TO submit an Immunization Verification eform?

- 1) Go to <https://hennepintech.edu> and under **Current Students**, choose **Resources and Services**.

Hennepin Technical College

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Request

* First Name
* Last Name
* Email
* () - ____
* Student Type
* Program of Interest

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- 2) Choose **Student Forms & Publications** and click on **Student Forms** from the drop-down list.

- ▲ Student Forms & Publications
 - College Calendar
 - 2019-20 Academic Calendar (PDF)
 - Catalog and Student Handbook
 - Policies and Procedures
 - **Student Forms**

- 3) Under **Registration Forms** (second column), choose **Immunization Verification (eForm)**.

Admissions Forms

- Application for Admission-Online (preferred)
- Application for Admission (PDF)
- Application Fee Waiver Request

Appeal Forms

- Grade Appeal
- Student Improvement Plan
- Student Appeal
- Transfer Course Appeal

Financial Aid Forms (see below)

Graduation Forms

- Application for Award (eForm*) - Grad App for current students; submit one term prior to anticipated graduation
- Application for Award (eForm-No StarID*) - Grad App for former students who may qualify for a certificate, diploma, or degree
- Graduation Checklist
- Graduate Follow-Up Survey
- Request for Visa Letter

Registration Forms

- Add/Drop/Withdraw Course
- Change of Major (eForm*)
- Consent to Release Information
- Course Substitution Request
- eTranscript Retrieval (MN State transcripts)
- Enrollment Verification & Student Info Request
- **Immunization Verification (eForm*)**
- Preferred Name Request (eForm*)
- Request to Enroll
- Request to Withhold Directory Information
- Specialized Lab Agreement
- Student Information Change
- Student Complete Withdrawal
- Test Score Request
- Transcript Request (HTC)
- VA Enrollment Certification/Deferment Request (eForm)

Other Forms

- Concern/Complaint/Grievance (eForm*)
- Concern/Complaint/Grievance (Anonymous)

- 4) Login with **StarID and StarID password** (wx1234yz – sample format).

A screenshot of a web form titled "Student Immunization Record". The form is for "StarID Authentication". It contains the following text: "To view and complete this form, you must be a current HTC student and log in with your StarID credentials." and "If you need help with your StarID, please contact HTC's Student Computer Lab or the Minnesota State IT Service Desk." Below this text are two input fields: "StarID:" and "StarID Password:", each with a red asterisk icon. At the bottom of the form is a blue button labeled "Verify Credentials".

- 5) **All students are required to complete the Immunization record** (unless exempted to do so – see Exemptions 5 & 6 below).

- Tetanus/Diphtheria (Td): required once every 10 years
- Measles/Mumps/Rubella (MMR): One dose given once on or after first birthday (sometimes an additional booster is recommended for more protection)
- For students born outside of the US: immunizations are typically administered around a week before traveling to the US. You may find record of this with your immigration paperwork (yellow book)

EXEMPTIONS:

- Recent graduate from Minnesota high school (1997 or later)
- Transfer student from another Minnesota college/university
- Medical Exemption: applies to student where immunization is not advised (doctor signature required)
- Conscientious Exemption: choice to not immunize is due to religious or conscientiously held beliefs (bottom of form must be turned in signed/stamped by notary public)

WAIVED:

- Students taking only one course
- Students enrolled in completely online program; if immunization hold occurs, contact OneStop Center for assistance.

- 6) Student must fill out the **Student Information** section of document, confirming the **campus of attendance** (BP or EP) and their **Date of Birth**.

Student Information

Student First Name: * ** Middle Initial: ** Student Last Name: * **

Campus: * Choose -- Tech ID: * ** StarID: * **

Email Address: * ** Birthdate: mm/dd/yyyy *

*** Information fills in automatically

Minnesota Law (M.S. 135A, 14) requires that all students born after 1956 and enrolled in a public or private post-secondary school in Minnesota be immunized against diphtheria, tetanus, mumps, and rubella, allowing for certain specified exemptions (see below). This form is designed to provide the school with the information required by the law and will be available for review by the Minnesota Department of Health and the local community health board.

- 7) Student meets one of four requirements when filling out the form (Part 3 is the most widely used option).

Check here if you were born before 1957 for age exemption.

All other students who are not age-exempt: Check off and complete parts 1, 2, 3, or 4.

Part 1. Students graduating from a Minnesota High School in 1997 or later.

Part 2. Transfer Students from another Minnesota College.

Part 3. Students who must provide immunization dates.

Part 4. Medical and/or Conscientious Exemptions.

- 8) The dates do not required medical documentation but need to be accurate to the best of your knowledge (self-reported). Minimum of one date for Tetanus and one for MMR.

Part 3. Students who must provide immunization dates.

Enter immunization dates as required if you are a student who graduated from a Minnesota High School prior to 1997, or graduated from high school outside of Minnesota, or received a GED, or did not graduate from high school.

Tetanus/ diphtheria (Td) (at least one dose required within last 10 years)

Month/Day/Year Month/Day/Year Month/Day/Year Month/Day/Year

Measles/ mumps/ rubella (MMR) (at least one dose required at 12 months)

Month/Day/Year Month/Day/Year

By completing this form, I certify that the above information is a true and accurate statement of the dates on which I was vaccinated.

- 9) The eForm must be electronically signed using the StarID password of the student, checking the box to agree to the terms and conditions, and then submitted.

Electronic Signature

By clicking on the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

In order to sign this form you must complete the following two steps:

Provide your StarID password:

*

By checking this box, I agree to all electronic signature terms and conditions:

- 10) The immunization form is processed within 1-2 business days. Any questions on status, contact the OneStop Center at onestop@hennepintech.edu or call 952.995.1300.