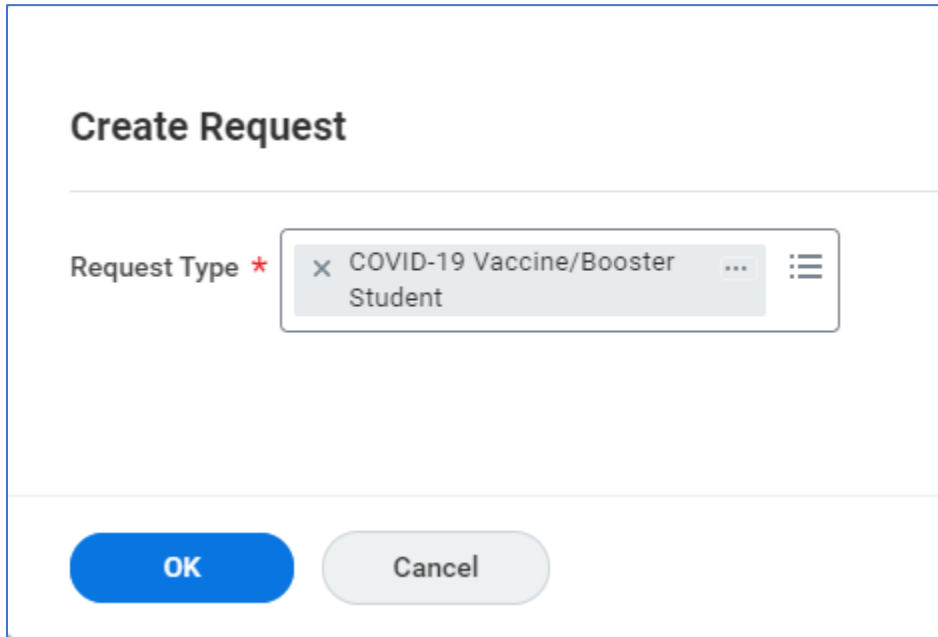


Completing the COVID-19 Vaccine/Booster Request

- 1) Search **Create Request** in the Workday search bar or follow this [link](#) to the Create Request task and type in **COVID**, then select the **COVID-19 Vaccine/Booster Student** Request. Select OK.

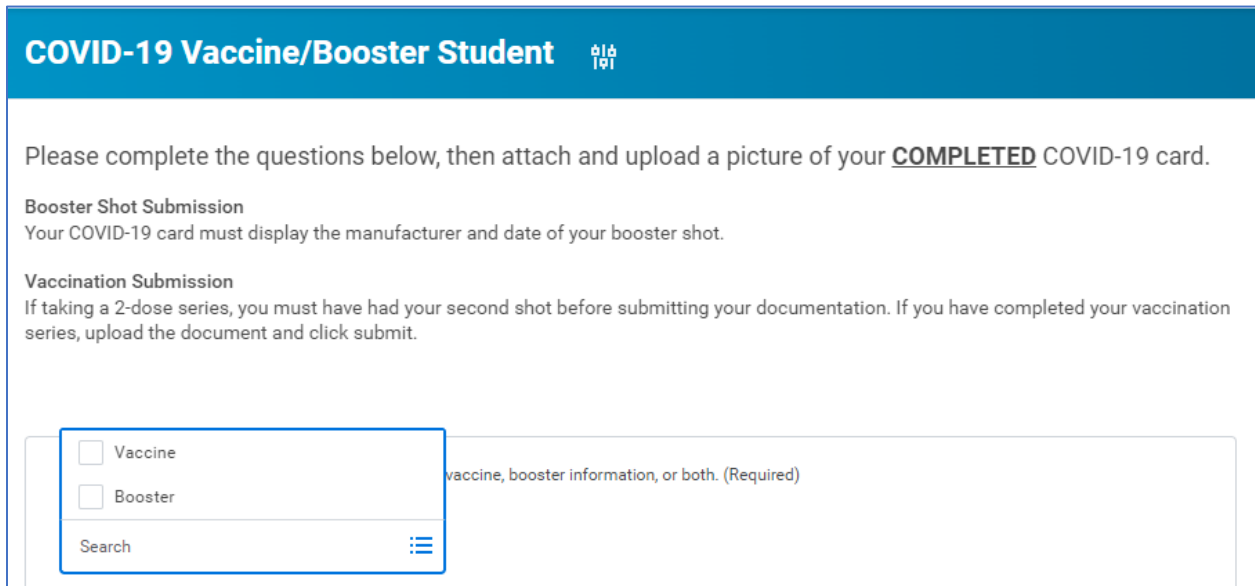


Create Request

Request Type * × COVID-19 Vaccine/Booster Student ... ☰

OK Cancel

- 2) Indicate whether you are submitting your completed vaccine, booster information, or both.



COVID-19 Vaccine/Booster Student 🏠

Please complete the questions below, then attach and upload a picture of your **COMPLETED** COVID-19 card.

Booster Shot Submission
Your COVID-19 card must display the manufacturer and date of your booster shot.


Vaccination Submission
If taking a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.

Vaccine
 Booster
vaccine, booster information, or both. (Required)

Search ☰

- 3) **Vaccine Submission:** If you are submitting booster information only, skip this section.
- If you have taken a 2-dose series of the vaccine, enter the date of your second dose. For single-dose vaccines, enter the date of your initial dose.
 - Select the vaccine manufacturer from the list.

VACCINE Date: If you are submitting proof of COVID-19 vaccine, enter the date of your second dose.

MM/DD/YYYY 

VACCINE Manufacturer

AstraZeneca/Covishield

Covaxin

Johnson&Johnson

Moderna


Pfizer

Sinopharm

Sinovac-CoronaVac

- 4) **Booster Submission:** If you are submitting vaccine completion information only, skip this section.
- Enter the date you received your booster shot.
 - Select the booster manufacturer from the list.

BOOSTER Date: If you are submitting a new booster, enter the date you received your booster shot.

MM/DD/YYYY 

BOOSTER Manufacturer

Pfizer

Moderna

- 5) Upload a picture of your completed **COVID-19 Vaccination Card** under the attachment section. If you have taken a 2-dose series, you must have had your second shot before submitting your documentation. If you have completed your vaccination series, upload the document and click submit.

Please upload and attach an image of your completed COVID-19 vaccine card, showing vaccine and/or booster dates matching those you have indicated on the form above. (Required)

Drop files here

or

Select files

Submit Save for Later Cancel

