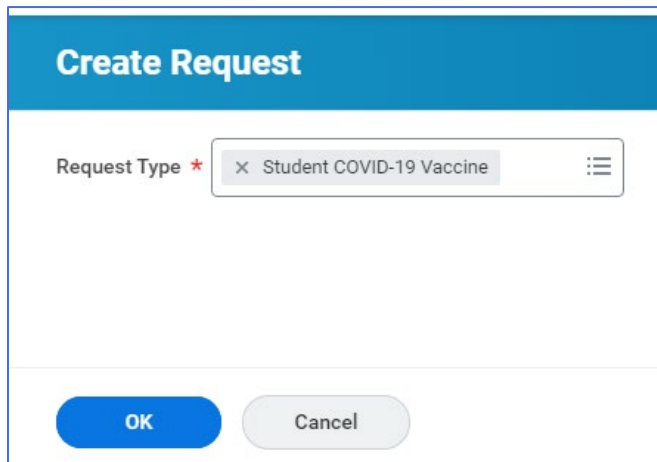


## Completing the COVID-19 Vaccination Request (Students):

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

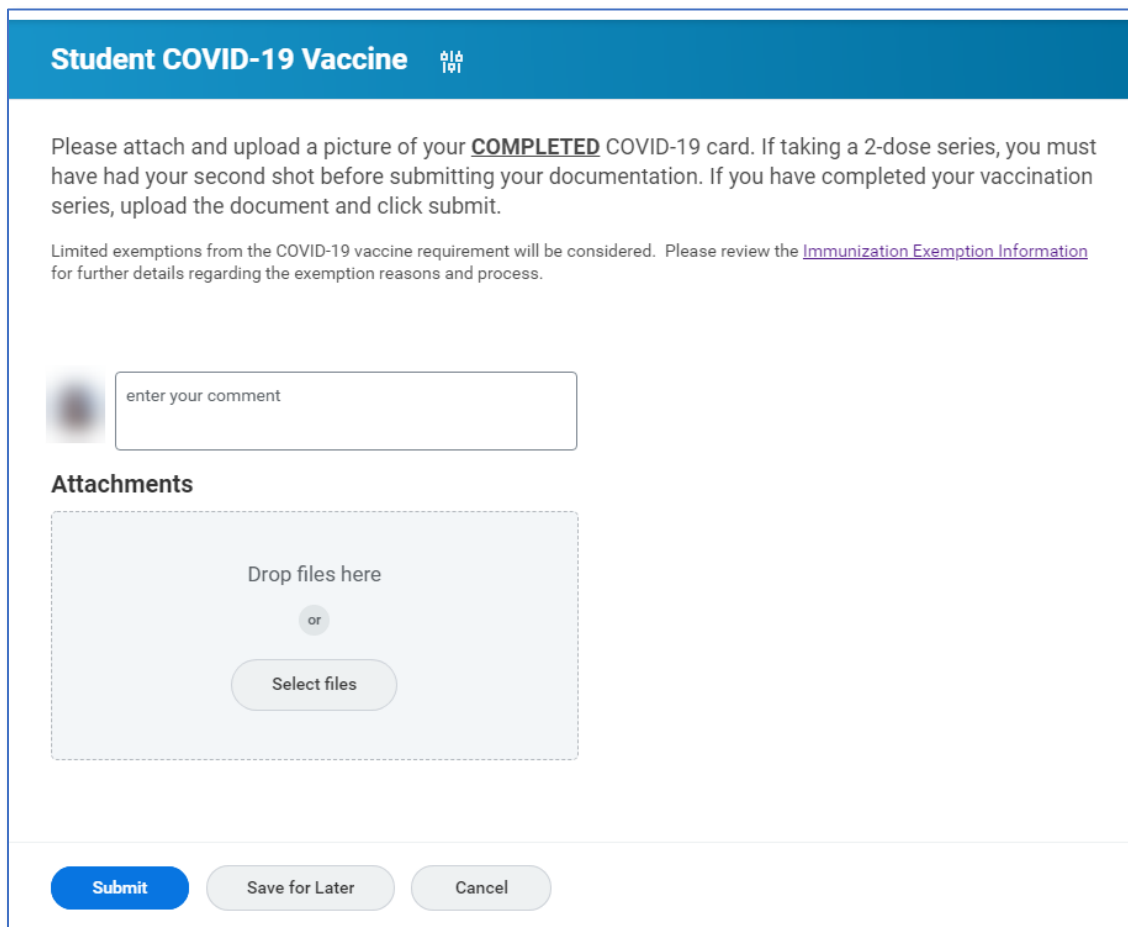


**Create Request**

Request Type \* Student COVID-19 Vaccine

OK Cancel

- 2) Upload a picture of your completed **COVID-19 Vaccination Card** under the attachment sections. 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.



**Student COVID-19 Vaccine**

Please attach and upload a picture of your **COMPLETED** COVID-19 card. 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.

Limited exemptions from the COVID-19 vaccine requirement will be considered. Please review the [Immunization Exemption Information](#) for further details regarding the exemption reasons and process.

enter your comment

**Attachments**

Drop files here

or

Select files

Submit Save for Later Cancel