How to Upload Proof of Vaccination:

1. Log on to **Student Portal**
2. Select **My Courses** Option from navigation pane on left of screen
3. Select “**Student Immunization Requirement**” from My Courses Menu
4. Select **Course Assignments** from the Course Options menu
5. Select **Upload Proof of Vaccine** from Course Assignments Section
6. Upload appropriate documentation demonstrating
   a. Proof of vaccination as outlined below
   b. Evidence demonstrating decline of vaccine as outlined below

**Appropriate Documentation:**

a. **Proof of Vaccination:** Evidence that you have received the vaccine should be submitted in one of the following three formats:
   - A document bearing the signature or stamp of the physician or his/designee, or public health personnel (must include the month, day, and year the vaccination was administered).
   - An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered).
   - An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

b. **Decline of Vaccination:** If you wish you decline the vaccine you must submit evidence demonstrating that you have:
   - Obtained a waiver, signed by a physician who is duly registered and licensed to practice medicine in the U.S., stating that, in the physician’s opinion, the required vaccination for bacterial meningitis would be injurious to your health and wellbeing. **OR**
   - Have signed and submitted an affidavit stating that you decline the required vaccination for bacterial meningitis for reasons of conscience, including a religious belief. Information about requesting the affidavit form from DSHS is found at [www.dshs.state.tx.us/immunize/school/default.shtml#exclusions](http://www.dshs.state.tx.us/immunize/school/default.shtml#exclusions)
     o It is the student’s responsibility to complete the DSHS form and have notarized. Two AOMA staff members are public notaries: Kristin Borthwick, Registrar, and Kylie Watson, HR Benefits & Compensation Coordinator.

Receipt of required documentation can be verified by the Admissions Office and/or Registrar:

<table>
<thead>
<tr>
<th>Justine Meccio</th>
<th>Jillian Butler</th>
<th>Kristen Borthwick</th>
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</thead>
<tbody>
<tr>
<td><strong>Director of Admissions</strong></td>
<td><strong>Admissions Coordinator</strong></td>
<td><strong>Registrar</strong></td>
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