For enrollment purposes, the University of Tennessee, Knoxville, and/or the State of Tennessee mandate newly admitted students submit proof of certain immunizations and tuberculosis (TB) screening and meet all of the requirements. Active service members or veterans attending UT can submit their Military ID or DD 214 to clear the immunization requirements.

Immunizations must be submitted to the Student Health Center online using the Student Health patient portal.

1. Navigate to the Student Health Portal at **http://tiny.utk.edu/portal**
2. Enter your UTK Net ID and Password
3. Complete the TB Questionnaire: click on the “Forms” tab on the menu; choose TB Questionnaire
4. Scan and save your immunization forms onto your computer in one of the following formats:

* Documents: **.txt** or **.pdf**
* Images: **.jpg** or **.jpeg** or **.gif** or **.png** or **.tiff** or .**tif**

1. Click on the “Upload Button” on the menu
2. Click the “Select File” button next to the document description you need to upload

* NOTE: If you are submitting a Medical or Religious Waiver OR a DD 214 or Military ID, you may upload those under “Immunization Records”

1. Browse the document you want to upload and click “Open”
2. Click Upload at the bottom of the page

* NOTE: If you don’t see this button, you have likely tried to upload an unsupported format – see above

Once you have completed these steps, our staff will review your information and respond to your UTK email **(YourNetID@vols.utk.edu)** within 72 hours. You will continue to receive notifications until you are deemed “fully compliant” with all of the requirements.

If you cannot submit your immunization records online, you may submit them in one of the following manners:

Email: immunizations@utk.edu

Fax: (865) 974-2000

Mail: Immunization Coordinator

University of Tennessee

Student Health Center

1800 Volunteer Blvd

Knoxville, TN 37996-3102

If you cannot obtain immunization records, print the UT Immunization/Tuberculosis Packet from our website **(tiny.utk.edu/immunization)** and have your health care provider complete and sign the required forms.

Additional information regarding the immunizations/TB Questionnaire requirements may be obtained at **tiny.utk.edu/immunization**. Questions? Call (865) 974-2264 or email immunizations@utk.edu

Deadlines:

• Fall semester: August 1

• Spring semester: January 1

• Summer semester: May 1

If you are not compliant by the posted deadlines:

• an immunization hold will be placed on your MyUTK Bursar account, and you will not be eligible to change your class schedule, receive grades, register for the next semester, or graduate until all immunization requirements have been met and the hold is released

• you will not be permitted to move into on-campus housing until completed