



West Quad 235 Phone: 718-951-4477 Fax: 718-951-4287

Email: iss@brooklyn.cuny.edu Web: www.brooklyn.cuny.edu

# J-1 International Student Application Guide

Non Degree Short-term Study at Brooklyn College



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#### **Dear Student:**

Brooklyn College welcomes students from around the world. Students come to Brooklyn College because of our reputation for offering the very best education in the best city in the world. We have laid out this Application Guide to help the prospective international student navigate the process.

Please review the following steps to completing the visiting application and the DS-2019 application:

- ➤ **Non-Degree application:** Student must complete Brooklyn College's J-1 student visitor application to attend Brooklyn College as a visiting student.
- DS-2019 Application: Student must complete the Student Exchange Visitors Application Form for the DS-2019.
- ➤ **Financial Documents**: Students must submit bank statements from their sponsors and/or letters from their university guaranteeing coverage of their tuition and fees and/or exchange agreement between Brooklyn College and their university.
- ➤ **Home institution acknowledgement**: Students must submit a letter on official letterhead from their home institution acknowledging that the student will be participating in a study abroad program at Brooklyn College.
- Passport Biographical Page
- ➤ **Medical Insurance Attestation**: J-1 students must have medical insurance. Please read and sign the attached attestation. Once students arrive to Brooklyn College, they must provide proof of their insurance policy
- ➤ **Orientation Requirement**: All students on a J-1 Visa must attend a mandatory orientation about their J-1 status. Please read and sign the Orientation Requirement form.
- ➤ **Embassy Appointment**: After receiving the DS-2019 and letter of acceptance letter from Brooklyn College the student needs to pay the SEVIS Fee (\$180) and make an appointment with the U.S. embassy to obtain their J-1 visa.
- ➤ **Immunization Record**: New York State requires all enrolling students to provide documentation proving immunity to measles, mumps, and rubella. Please have your health professional complete the Student Immunization Form.

Please submit these documents to the Office of International Student and Scholar Services keishasimon@brooklyn.cuny.edu or iss@brooklyn.cuny.edu.



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# -- International J-I Student Visitor--

# **INFORMATION** Semester Applying for: (please print neatly) ☐ FALL ☐ SPRING ☐ SUMMER YEAR\_ Sex: ☐ Male ☐ Female Date of Birth\_ Month/Date/Year Last Name\_\_\_ Middle Name\_\_\_\_ **HOME ADDRESS** House Number and Street Name Apartment # City State/Province Postal Code Country Length of time at the above address (Months and Years)? Telephone Number(s) Evening Email Address: (If No, then please complete the DS-2019 Application) Are you a United States Citizen? ☐ Yes ☐ No Country of Birth Country of Citizenship INSTITUTIONAL INORMATION Are you currently a student at a college, university, or institution of higher education outside the United States? ☐ Yes ☐ No What is the name of your home institution of higher education, college, or university? Who is the contact person at your home institution? Name: \_\_\_\_\_\_ Email:\_\_\_\_

Brooklyn College does not discriminate on the basis of age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, veteran's status, and alienage or citizenship status.

Will the credits you earn at Brooklyn College count toward or be transferred to your degree at your home institutions?

What is your major or focus of study?



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## **EDUCATIONAL HISTORY**

## High School(s) Attended

School Name			
Address			
Date Entered	Date Left	Graduation Date	2
Universities, Colleges of	or Other Post-Secondary Scho	ols Attended	
School Name			
Address			
Date Entered	Date Left	Graduation Date	
School Name			
Address			
Date Entered	Date Left	Graduation Date	_
Course(s) of Interest			
application will be treated cor	nfidentially and used for institutional p	urposes only. I realize that failure to	that all the information contained in this o provide complete and accurate the necessary documents are received by
Signature of Applicant		Date	
For Internal Use Only:			
Date Documents Received:			Comments:
Student Type:	☐ Exchange student ☐	Visiting Student	1
Status	☐ Accepted ☐	Denied	4
Date Sent to ISS			



Non-Degree

Office of International Student and Scholar Services West Quad 235

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# **DS-2019 Student Exchange Visitor Application**

The information requested on this form is required for issuance of the Certificate of Eligibility (DS-2019) form. The DS-2019 form is needed in order to obtain the J-1 Exchange Visitor's Visa and to maintain J-1 Immigration Status. Email this form and attachments to: <u>iss@brooklyn.cuny.edu</u> or mail original documents and attachments to: Office of International Student and Scholar Services, Rm 235 West Quad, Brooklyn College, 2900 Bedford Ave, New York, NY 11210.

<b>Background Information</b>			
1. Last Name (as it appears in your passport)			
2. First Name (as it appears in your passport)			
3. Date of Birth (month/date/year)		Male Female	
4. City & Country of Birth			
5. Country of Citizenship	Country o	of Permanent Residence	
6. Mailing Address			
7. Permanent Overseas Address			
8. Home Phone #	Cell Phone #	Fax #	
·	0 0 11 110110 11		
9. Email Address			
10. Name of U.S. Contact Person			
11. U.S. Contact Person's Address			
12. U.S. Contact's Home Phone #		Cell Phone#	
13. U.S. Contact's Fax #	Email		
<b>Brooklyn College Information</b>			
14. Name of home University			
15. Academic Program Admitted To: Bache	lor's Degree	Master's Degree	

Certificate

English Language \_\_\_



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16. Length of Enrollment: Beginning I	ate Ending Date
17. Field of Study	Other Proposed Activities
Declaration of Finances	
Please submit the Financial Support/Dec	aration of Finances form below. These forms are needed to determine DS-2019 eligibility.
Visa & Immigration Information	n
	on status for more than 6 of the last 12 months? □Yes □ No If yes, list the institution that Attach copies of previous DS-2019 and J-1 visa stamp.
19. Attach a copy of your passport; incle expiration date and U.S. visa stamps	de pages that show your passport number, photo, name, country of birth, birth date,
immigration status. Please complete	accompanying you? If yes, they will need the J-2 dependent visa & the information below for spouse and children accompanying you. Please use the back of this attaches copies of each dependents passport and U.S. visa stamps.
Spouse Name	Male Female
Spouse Date of Birth:	Country of Birth
Country of Legal Permanent Reside	nt:
Child Name	Male Female
Child Date of Birth:	Country of Birth
Country of Legal Permanent Reside	it.

21. The U.S. Department of State requires all J-1 and J-2 Exchange Visitors to obtain and maintain medical insurance during their U.S. stay. Please complete and return the J-1 Medical Insurance Requirement form below.



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# **DECLARATION & CERTIFICATION OF FINANCES**

	Undergraduate Non-Degree: Total amou Tuition & Fees: \$42.884 * Living Exper			
	Graduate Non-Degree: Total amount for Tuition & Fees: \$36.565072* Living Exp	r ONE YEAR provided from all s	ources should be ed	quivalent to \$64.34; <b>172</b>
	Tunton & Tees. \$50.50502 Erving Exp	ochses. 947.7.8 (Exchange stude	ints are exempt from	in the turtion.)
Name:		Date of Birth:	CUNY Co	ollege:
Current	Address:			
	:En			
	onsored Support: Attach bank statemen			
Annual	Amount For: Housing \$	Living Expenses \$		_
address	/Friend Sponsored Support: Each spons, phone # & email address; bank statement y letterhead-include title, salary & number year	at, & proof of income for each sporrs worked.)	nsor (e.g. tax return,	paycheck stub, employer letter on
	Amount Given For: Housing \$			
	I am providing room only in my home □			_ check one of the following
Name:		Relation	ship to Student	
Annual	Amount Given For: Housing \$	Living Expenses \$		Check one of the following
boxes.	I am providing room only in my home □	I am providing room and meals	in my home $\square$ .	
Attach	nment Sponsored Support: award letter indicating coverage of the I Amount Awarded:	following: annual tuition; fees	; insurance; book	stipend; living expense stipend.
	sity/Organization Sponsored Support: ce, books/supplies, meals, transportation,		rt indicating amour	nts awarded for tuition, housing,
Name:				
Type:		Annual Amount A	warded:	



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## **AFFIDAVIT OF SUPPORT**

This form is for individuals using their own income and/or savings to support a student. It must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student's course of study at Brooklyn College.

SPONSORS PROVIDING FINANCIAL SUPPORT MUST COMPLETE ITEMS 1–6. SPONSORS PROVIDING ROOM AND/OR BOARD MUST COMPLETE ITEMS 1 AND 7.

### **SPONSOR INFORMATION**

1) I,	, c	itizen of,		
(Name of sponse	or)		(Count	try)
and residing at	(Street) (City/State)	(Country)	(Postal code)	(Telephone)
certify the following:	(Sireet) (City/State)	(Country)	(1 ostal code)	(Telephone)
2) I am employed with				
L cataca L		ne of employer)		
Located at(Street)	(City/State)	(Country)	(Postal	l code) (Telephone)
I receive an annual income of \$(Attach a current salary confirmation statem	(U.S	.) from this employ	ment.	6 16 1 1 6 1
individuals. The employer statement or ver				
3) I have \$	(U.S.) on deposit with			
Name of Bank:				· · · · · · · · · · · · · · · · · · ·
Address of Bank:(Numb				
(Numb	per and street) (City)	) (State) (Zip c	code)	
Attach bank officer's statement of accou	nt history.			
4a) I currently support(U.S.).	persons (including my	yself). Our total an	nual income is \$	
Our total family expenses are \$	(U.S.)			
4b) I sponsor	_ (number) individuals fo	or immigration in a	ddition to this affic	lavit.
STUDENT SUPPORT INFORMATION	·			
5) This affidavit is executed on behalf of _		who was born o	on	. She/he is mv
	(Name of student)	<u> </u>	(mm/dd/yyyy)	(Relationship to Sponsor
6) I hereby certify that I am willing, able ar	nd do commit to provide_			with the annual amount of
		(Name of stude	ent)	
\$ (U.S.) for her/his tuition, f	ees and/or living expense	es each year during	the entire program	of study at the City
University of New York until	·			
(Date of sponsor	rship termination)			



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## **ROOM AND BOARD SUPPORT INFORMATION**

(To be completed if student will live in the sponsor's home in the United States).
7) I hereby certify that I will provide
7) I hereby certify that I will provide(Name of student)
With (check one):
Room only in my home at the address indicated above (valued at \$13,848)
Full room and board (food) in my home as indicated above (valued at \$16,694) during each year that he/she follows a program of study at the City University of New York.
(Note that this value cannot be included in any amount of support being provided in #6, above. Attach a copy of your lease or deed or copy of a statement from your landlord.)
By signing my name to this affidavit, I certify that the information above is a correct statement of my agreement to sponsor the studentherein named.
SIGNATURE (This affidavit must be signed.)
(Signature of sponsor) (Date)
(Please print name) (Date)
SPONSOR SUPPORTING EVIDENCE
A sponsor must show sufficient income and/or financial resources to assure that the student being sponsored will not become a public charge (receive federal or state low income benefits or services) while in the United States.
Only original documents from each source of financial support are acceptable. Failure to provide evidence of sufficient income and/or financial resources may result in the denial of the student's application for a visa or his or her removal from the United States.
A SPONSOR MUST SUBMIT EVIDENCE OF INCOME & RESOURCES FINANCIAL DOCUMENTS CANNOT BE OLDER THAN 3 MONTHS
A. Written statement from an officer of the bank or other financial institution where the sponsor has accounts, providing the following details regarding the account:  1) Date account opened  2) Total amount deposited for the past year  3) Present balance
B. Statement of your employer on business stationery showing:  1) Date and nature of employment 2) Salary paid 3) Whether the position is temporary or permanent
<ul> <li>C. If you are self-employed please provide:</li> <li>1) Copy of last income tax return filed or 2) Report of commercial rating concern 3) Schedule of assets with supporting</li> </ul>



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# **BUDGET ESTIMATES FOR J-1 STUDENTS**

The tuition and fees are set by the Board of Trustees of the City University of New York and are subject to change. The cost of living budget is for a 12-month period and is modest. Please be advised that "no extras" are in this budget. The budget does not include costs such as telephone calls, transportation to and from your country of origin, etc. It is highly recommended that you budget 10% more than what is estimated below.

Undergraduate/Bachelor's Visiting Student/ Non-Degree Budget Estimates (2015-16)

BOOKS AND SUPPLIES	1,591
TRANSPORTATION (ex: unlimited NYC Metro card for subway/buses)	1,360
PERSONAL EXPENSES	5,611
HOUSING (Individual's cost based on average shared apartment)*	13,848
FOOD (at home)	2,846
LUNCH	1,530
INSURANCE	1,000
TUITION (\$840 per credit; 12 credits per semester)**	20,160
FEES (Student Activities Fee, Consolidated Fee, Technology Fee)**	502
TOTAL ESTIMATE FOR ONE [ GCT ***	<b>''\$6: .66:</b>
INSURANCE  TUITION (\$840 per credit; 12 credits per semester)**  FEES (Student Activities Fee, Consolidated Fee, Technology Fee)**	11

<sup>\*</sup>The amount allocated for housing expects that students are sharing housing space.

#### Graduate/ Master's Visiting Student/ Non-Degree Budget Estimates (2015-16)

BOOKS AND SUPPLIES	1,591
TRANSPORTATION (ex: unlimited NYC Metro card for subway/buses)	1.360
PERSONAL EXPENSES	5,611
HOUSING (Individual's cost based on average shared apartment)*	13,848
FOOD (at home)	2,846
LUNCH	1,530
INSURANCE	1,000
TUITION (\$780 per credit; 9 credits per semester)**	14,040
FEES (Student Activities Fee, Consolidated Fee, Technology Fee)**	303.50
TOTAL ESTIMATE FOR ONE [ GCT ***	\$42,129.50

<sup>\*</sup>The amount allocated for housing expects that students are sharing housing space.

<sup>\*\*</sup>Tuition and Fees stated are based on the students taking at least 12 credits per semester. 12 credits is the minimum number of credits required to be a full-time student and are necessary to maintain lawful immigration status. (Estimates are subject to change). **Exchange students are exempt from this amount.** 

<sup>\*\*\*</sup>Data sources from CUNY and US Bureau of Labor Statistics

<sup>\*\*</sup>Tuition and Fees stated are based on the students taking at least 9 credits per semester. 9 credits is the minimum number of credits required to be a full-time student and are necessary to maintain lawful immigration status. (Estimates are subject to change). **Exchange students are exempt from this amount.** 

<sup>\*\*\*</sup>Data sources from CUNY and US Bureau of Labor Statistics



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# **INSURANCE REQUIREMENTS**

According to J-1 regulation 22 CFR 62.14(a), all students, scholars, and their J-2 dependents are required to have health insurance that meets Department Of State requirements. These insurance requirements set for the by DOS are as follows:

- 1. Major medical benefits must be at least \$100,000 for each accidental illness.
- 2. Repatriation benefit must be at least \$25,000.
- 3. Medical evacuation must be covered for at least \$50,000.
- 4. The deductible for each accident or illness may not exceed \$500.
- 5. Policy may not unreasonably exclude coverage for perils inherent to the activities of the exchange program.

I,(print first name)	(print last name)	agree that I am/will be in compliance with the
insurance regulations as specified my responsibility to maintain my	in 22 CFR section 62.14(a) of the status and continue health insurar	e exchange regulations, and I understand that it is nee coverage for myself and J-2 dependents for the I to maintain this coverage, I will be in violation of
Signature	Date	



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# **ORIENTATION REQUIREMENT**

According to 22 CFR 62.10 (c) sponsors are responsible for the effective administration of their exchange visitor programs which includes *Orientation*. The regulation states that all sponsors shall offer appropriate orientation for all exchange visitors. Sponsors are encouraged to provide orientation for the exchange visitor's immediate family, especially those who are expected to be in the United States for more than one year. Orientation shall include, but not be limited to, information concerning:

- 1. Life and customs in the United States:
- 2. Local community resources (e.g., public transportation, medical centers, schools, libraries, recreation centers, and banks), to the extent possible;
- 3. Available health care, emergency assistance, and insurance coverage;
- 4. A description of the program in which the exchange visitor is participating;
- 5. Rules that the exchange visitors are required to follow under the sponsor's program;
- 6. Address of the sponsor and the name and telephone number of the responsible officer; and
- 7. Address and telephone number of the Exchange Visitor Program Services of the Department of State and a copy of the Exchange Visitor Program brochure outlining the regulations relevant to the exchange visitors.

CFR 62.10 (c) sponsors are responsible for the effective <i>Orientation</i> . The regulation states that all sponsors shall	a compliance with the orientation requirements as specified in 22 administration of their exchange visitor programs which includes offer appropriate orientation for all exchange visitors. Sponsors visitor's immediate family, especially those who are expected to be
Signature	Date

If there are any questions regarding this form you may contact RO Keisha Simon in the Office of International Student and Scholar Services at 718-951-4477 or KeishaSimon@Brooklyn.cuny.edu

**Brooklyn College •** Division of Student Affairs • Health Programs and Immunization Records Office 0710 James Hall • Telephone (718) 951-4505 • Fax (718) 951-4278

# Part I: Student Information (To be completed by all students)

Name Last		- Cim+		Miz	ddla laitial	
Last First eet or postal address		Middle Initial				
street or postal address				Араі	rument n	0
City		itate		ZIP	code	
[alashana(a)						
Telephone(s) Day			ning/Other			
Date of birth		Soc.	Sec. #	_		-
Date of birth	Day	Year	_			
nitial date of enrollment at Bro	ooklyn College: `	Year				O Summer O Graduate
O I was born before January I	, 1957, and have	submitted prod	of of my b	oirth date to t	the Regis	strar's Office.
Part II: Student Imm	unization Re	ecord (To be s	igned and	stamped by h	ealth care	e provider)
28 days after first dose a Mumps and Rubella: Va To prove immunity, ven	accinations must be	after 1968.		ave been met r	must be p	provided.
Proof of immunity is provided	by verifying vaccir	nation <b>OR</b> sero	logy for e	ach disease, e	except w	here not
allowed as shown by a shaded			6/			
	Measle	es Mum	ns	Rubella	Com	bined MMR
	- Treasi	- 110111	75	rabena	2011	Birled Fir II V
Vaccination date Dose I						
Vaccination date Dose 2*						
Serology date and results (Attach copy of lab report)						
* If the student has not receive	ed a second dose	of measles vac	rine nleas	se list the sch	eduled c	late for dose 2:
The student has not receive	.d a second dose		cirie, pica.	ist tile seri	cadica c	atte for dose 2.
This form must be signe	ed and stampe	ed by a phys	ician. n	urse. or so	:hool o	fficial.
_	_					
,(physician, nurse, or school	official)	, certify	that the	above intorm	nation is	correct.
(p.1/3.c.a, 1.a.36, 6. 36.186.	o metary					
Signature						
Title			hysician (	or School Sta	mp	
Date						
Talanhona		l				

Student Immunization Record

# Part III: Exemption from Immunization

**NOTE:** If there is an outbreak of measles on campus, any student without proof of immunity (including students with medical and religious exemptions) will be excluded from campus for at least two weeks without tuition refund.

#### Part III-A Medical Exemption from Immunization

•	ust be filled out, sign exemption is perma	. , , ,	cian or nurse practitioner. Plea	se provide expiration date of exemption
		,	ify that it is medically contraine	icated for the person named in Part I to
			the medical reasons stated bel	
Expiration da	ite		Permanent exemption	
Signature			Physician or Nurse Pra	ctitioner Stamp
Title				
Date				
Telephone _				
Statemen	t of Specific Re	ligious Beliefs request t	or guardian if student is under that I / my child, rcle One) Full Name	
be exempt fr	rom vaccination req	uirements as provided by la	w because of specific religious l	peliefs stated below.
Signature (of	student if 18 or older	or of parent or guardian if stud	dent is a minor)	
Parent or G	uardian Informatior	n (if student is under 18)		
Name	Last	First	Middle Is to the	
Street or pos			Middle Initial	Apartment no
·				ZIP code
i elehi lol le(2)	) Day		Evening/C	Other

# **Meningococcal Meningitis Disease Information Sheet**

## What is meningococcal disease?

Meningococcal disease (commonly referred to as meningitis) is a severe bacterial infection of the bloodstream or meninges (a thin lining covering the brain and spinal cord).

#### Who gets meningococcal disease?

Anyone can get meningococcal disease, but it is more common in infants and children. For some college students, such as freshmen living in dormitories, there is an increased risk of meningococcal disease. Between 100 and 125 cases of meningococcal disease occur on college campuses every year in the United States; between 5 and 15 college students die each year as result of infection. Other persons at increased risk include household contacts of a person known to have had this disease, immuno-compromised persons, and people traveling to parts of the world where meningitis is prevalent.

#### How is the germ meningococcus spread?

The meningococcus germ is spread by through the air via respiratory secretions such as coughing, sneezing, kissing, or sharing of personal items like utensils, cigarettes, and drinking glasses. Many people carry this particular germ without any signs of illness, while others may develop serious symptoms.

#### What are the symptoms?

High fever, headache, vomiting, stiff neck, and a rash are symptoms of meningococcal disease. Meningitis is rare. However, when it strikes, its flu-like symptoms make diagnosis difficult. If not treated early, meningitis can lead to swelling of the fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, kidney failure, seizures, chronic nervous system problems, loss of limbs, and even death.

#### How soon do the symptoms appear?

The symptoms may appear 2 to 10 days after exposure, but usually within 5 days.

#### What is the treatment for meningococcal disease?

Antibiotics, such as penicillin G or ceftriaxone, can be used to treat people with meningococcal disease.

#### Is there a vaccine to prevent meningococcal meningitis?

Yes, a safe and effective vaccine is available. The vaccine is 85% to 100% effective in preventing four kinds of bacteria (serogroups A, C, Y, W-135) that cause about 70% of the disease in the United States.

#### Is the vaccine safe? Are there adverse side effects to the vaccine?

The vaccine is safe with mild and infrequent side effects, such as redness and pain at the injection site lasting up to two days. A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions, but the risk of the meningococcal vaccine causing serious harm is small.

#### What is the duration of protection from the vaccine?

After vaccination, immunity develops within 7 to 10 days and remains effective for approximately 3 to 5 years. As with any vaccine, vaccination against meningitis may not protect all susceptible individuals.

#### Where can I obtain the vaccine?

The College does not offer meningococcal vaccine services through the campus health service centers. Students who would like to receive the vaccines should consult with their primary care physician or a travelers' clinic. The cost of the vaccine varies, but prices quoted have ranged from \$75-\$100.

#### How do I get more information about meningococcal disease and vaccination?

Contact your family physician or your health provider. Additional information is also available on the websites of the New York State Department of Health, www.health.state.ny.us; the Centers for Disease Control and Prevention www.cdc.gov/ncid/dbmd/diseaseinfo; and the American College Health Association, www.acha.org.

# MENINGOCOCCAL MENINGITIS RESPONSE FORM

New York State Public Health Law 2167 requires that all college and university students enrolled for at least six (6) semester hours (or the equivalent) per semester complete and return the following form to your college campus health office, or you will be blocked from registration and from attending classes.

<b>Print Student Information</b>	
Name:	Social Security No.:
Mailing Address:	Date of Birth:/
City, State, Zip code	
Telephone: ( )	Email Address:
Check <u>one</u> box and sign below.	
☐ I have received the information regarding vaccine, including information regarding meningococcal meningitis vaccine. I have under the age of eighteen) will not obtain meningitis disease at this time.	ng the availability and cost of the re decided that I/my child (for students
I have received the information regarding vaccine, including information regarding meningococcal meningitis vaccine. I have/of 18) received the meningococcal meningities the past 10 years.	ng the availability and cost of the My child has (for students under the age
Date immunization received: / month day	year year
Signed: (signature of student)	Date: month day year
For students <u>under</u> the age of 18:	
Signed: (signature of parent or guardian if student is a n	Date: month day year
Print name of parent/guardian:	