



COLBY COLLEGE
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HEALTH AND IMMUNIZATION REQUIREMENTS: CHECKLIST AND INSTRUCTIONS

All required health information MUST be received by July 15th.

Our experience shows that early submission of all documentation eases transition concerns for both students and parents. We work closely with the COOT program to ensure you have a safe and fun trip. As a result, your ability to register for COOT may be impacted if the following requirements are not met.

Please use the following checklist as a guide to ensure that you have met Colby's requirements.

Complete forms via [Student Health Portal](#)

- ☐ Online Medical History Form
- ☐ Online Immunization Record entry

Upload documents via [Student Health Portal](#):

- ☐ Copy of Immunization Record
- ☐ Completed Physical Examination Form for all incoming varsity and rugby athletes
- ☐ Copy of Health Insurance Card

Manage through Insurance website directly:

- ☐ [Colby Student Health Insurance: Enroll or Waive](#)
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Complete forms via [Student Health Portal](#)

Log into your [Student Health Portal](#) in order to complete the following steps.

- At the login screen, enter your Colby College username and your password then select “Login”.
- Once logged in, you may enter a Gender Identity and/or Pronouns:
 - Click on your name at the top of your portal screen.
 - Click on Edit Your Profile.
 - Scroll down to the second of half of the page to make the appropriate adjustments.

** Please note that you cannot update your address or phone number from this page as this data is provided by Colby’s main database.*

1. Colby College Online Medical History Form

- After logging into the Student Health Portal, select “Forms” then “Colby College Medical History Form”.
 - Please check that your browser’s pop-up blocker is turned off.
- When complete, click “Submit”.

2. Online Immunization Record entry

- *Required immunizations:*
 - Two measles, mumps, rubella (MMR)- 2 doses after the first birthday
 - Meningococcal (ACWY) – one dose at age 16 or older
 - Tdap or TD booster within last 10 years (Tdap is preferred)
 - To learn more about meningitis and the vaccines, consult the [CDC website](#).
- After logging into the Student Health Portal, go to your “To Do List” and select “Immunizations”.
 - To submit immunization administration information, select "Required".
 - Under each immunization click into the date field and type the administration date using the format mm/dd/yyyy.
 - Repeat the process for immunizations listed under the "Recommended" and "Covid vaccine" tabs.
 - Please review the data carefully before you click Submit.
 - Once you click Submit, you will not be able to edit the data. You may however, go back and enter additional immunizations as needed.
 - *A physician's copy of your immunization record is required for verification (see instructions below)*

Upload documents via [Student Health Portal](#). You will have access to these records as needed.

1. Copy of Immunization Record

- After logging into the Student Health Portal, select “Upload”, choose “Immunization Record” and select the appropriate file.

A copy of your immunization record is required for verification of online information.
- *Required immunizations:*
 - Two measles, mumps, rubella (MMR)- 2 doses after the first birthday
 - Meningococcal (ACWY) – one dose at age 16 or older
 - Tdap or TD booster within last 10 years (Tdap is preferred)

International students must use our [Immunization Record Form](#). Please download the form, print it, and take it to your physician to complete.

2. Physical Examination Form

- Fall 2023 athletes must print the [Physical Examination Form](#) and have it completed by an M.D., D.O., P.A., or N.P.
 - It may not be completed by a family member.
- Upload your completed form through the Student Health Portal. From your Home screen click “Upload”, choose “Physical Exam Form”, and select the appropriate file.
- The Colby Health Center form must be completed and signed by your healthcare provider. No other physical exam form will be accepted.
- The physical exam must be completed after April 1 if student will be a [Varsity or Rugby Club Athlete per NCAA](#).
 - Print and sign this form. From your Student Health Portal Home screen, click “Upload”, choose [NCAA](#) and select the appropriate file.

3. Copy of Health Insurance Cards

- Copy the front and back of your medical/prescription insurance cards for our records.
- Include Subscriber Name and date of birth. This is required information when billing insurances.
- From your Home screen, click “Upload” and choose “Insurance Card”. Select the appropriate file.
- Students should carry their insurance cards when they come to campus and be prepared to present it at any type of health visit.
- International students are required to purchase the school sponsored health insurance, and therefore do not need to submit insurance cards through the Portal.
 - They should, however, have a copy available to them either printed or on their phones in the event they seek health services in the Waterville area.

Online Student Health Insurance Enrollment or Waiver

- Every student must enroll or waive the [Colby Student Health Insurance option \(SHIP\)](#).
- You will be asked to complete this process annually.
- Go to the Wellfleet Colby Student website: [Student Health Insurance Enroll and Waive](#) and complete the enroll/waive process.

After you have submitted all documentation, please allow 5 business days for Colby to process.

If you are unable to upload your forms using the Student Health Portal, please mail copies to:

Colby Health Services
4460 Mayflower Hill Dr.
Waterville, ME 04901

You may also fax documents to 207-859-4475.

If you have any questions, you may contact the Health Center at (207) 859-4460 or healthservices@colby.edu.

Have a safe and healthy summer. We look forward to your arrival on campus.