COVID-19 Proof of Vaccination & Testing Procedures

Beginning September 8, 2021, if your job requires you to be in the workplace; need access to the workplace for more than 10 minutes; or otherwise provide Minnesota State college and university services outside of your home, you must either provide proof of being fully vaccinated or consent to, and participate in, at least weekly medical testing for the COVID-19 virus in accordance with HR/LR Policy #1446. **All individuals who are subject to the policy are required to complete the COVID-19 vaccine attestation form using the instructions provided.**

Instructions for Individuals Who Are Fully Vaccinated

1. Complete the COVID-19 vaccine attestation form

2. Read the Agency Notice of Intent to Collect Private Data at the top of the form

3. Select your institution from the drop-down menu

4. Enter your official job title

   a. If you are a student worker, please list "student worker" as your official job title.

5. Enter your supervisor's email address

   a. If you have more than one supervisor, please only include your primary supervisor's email address.

6. Select your attestation option

7. If you choose "**I certify that I have been fully vaccinated against COVID-19**," then you'll be required to provide proof of vaccination such as: your CDC COVID-19 Vaccination Record Card; or an alternative official vaccination record if vaccinated in another country; or other records that legibly show your name, date of birth, vaccine manufacturer, date(s) of vaccine.

   a. Click "Next"

   b. Upload your official vaccine record document by choosing "upload file". Upload an image or PDF (up to 10 MB). Copies and electronic copies are acceptable. If you're viewing on a mobile device, you'll have the option to open your camera and take a photo of your document.

      If you are unable to upload your file in the system, an alternative is to email the file directly to DragonsCare@mnstate.edu to be verified.

   c. Click "Submit"

8. **After submitting, no further action is needed unless the Office of Human Resources contacts you to request more information.** You and your supervisor will receive the same confirmation email on your authorization to work on campus.

Please do not provide records that include vaccines other than the COVID-19 vaccine. If you have lost your vaccination card or don't have a copy, contact your vaccination provider directly to access your vaccination record. If you cannot contact your vaccination provider directly, contact your state health department's immunization information system (IIS). You can find state [IIS information on the CDC website](). Vaccination providers are required to report COVID-19 vaccinations to their state's IIS and related systems.

Questions can be directed to [DragonsCare@mnstate.edu]().