

# First Year & Transfer Students - Step By Step Guide

## **It is very important that you complete the forms in the following order:**

1. Download and print the paper-based “**Incoming Student Immunization Form**” from the Admissions To-Do List.
  - a. Complete the **TB Screening Form** located in this packet. This will determine if you require a tuberculosis screening prior to entering Barnard. If the answer is “yes” to any question on this form you will need to submit a recent TB screening from within the last 6 months. If needed, your health care provider will enter your tuberculosis screening information on the “Incoming Student Immunization Form.” **Be sure to include this page when you mail/fax your paper forms!**
  - b. **Take this form to your health care provider (the only accepted signatures are that of a physician, physician assistant or nurse practitioner) and have them fill in your immunization information, tuberculosis screening (if needed) and sign/stamp the third page. Barnard does not require a physical exam.**
    - i. **You MUST submit this EXACT form.** We will not accept any pre-existing forms or previously documented immunization histories.
2. **Log onto the Primary Care Health Service Open Communicator** website using your Barnard ID and password: [bchealth.barnard.edu](http://bchealth.barnard.edu). Your Barnard ID is composed of the characters in your email address before “@barnard.edu” (Ex. abc2122) and your password is the same as your myBarnard/gBear password.
  - a. All **electronic** Incoming Student Health Forms are located in the **Forms Section** of the Open Communicator website.
3. Complete the electronic “**Notice of Privacy Practices Form**” located in the Forms Section of the Open Communicator website.
4. Complete the electronic “**Financial Responsibilities of Barnard Students at the PCHS Form**” located in the Forms Section of the Open Communicator website.
5. Complete the electronic “**Risk Conditions for COVID-19 Form**” located in the Forms Section of the Open Communicator website.
6. Using your completed paper-based “Incoming Student Immunization Form”, complete the “**Electronic Incoming Student Immunization Form**” located in the Forms Section of the Open Communicator website. Both the electronic and paper version of this form is required.
7. **If you are 17 or YOUNGER at the time of filling out these forms:**
  - Download and print the paper-based “**Under 18 Required Forms Packet**” located in the Admissions To-Do List and have your parent /guardian complete and sign the “Under 18: Meningococcal Meningitis Vaccination Response Form” and “Minors Consent Form”.

**If you are 18 or OVER at the time of filling out these forms:**

  - Complete the electronic “**Meningococcal Meningitis Vaccination Response Form (18 or OVER)**” located in the Forms Section of the Open Communicator website.
8. Mail or fax the completed paper-based “**Incoming Student Immunization Form**” and if necessary the “**Under 18 Required Forms Packet**” to the Primary Care Health Service by **June 30, 2020.**

**All paper forms must be sent together, at the same time, via FAX or MAIL (it is not necessary to send them both ways).  
We cannot accept any forms via email.**

## First Year & Transfer Student Health Forms - Checklist



Please complete the forms in the order listed in the step by step guide.

All electronic and paper Incoming Student Health Forms are due

**June 30, 2020**

If you are **18 or OVER** at the time of filling out these forms (**ALL** forms listed below are required):

### Paper Forms *(Must be mailed or faxed \*\*No Email\*\* to the Primary Care Health Service)*

(located in the **Downloadable Forms Folder** in the Forms Section of the Open Communicator Website)

- 3 Page paper-based “**Incoming Student Immunization Form**” including the “**Tuberculosis Screening Form**”  
(Signed and stamped by a Physician, Physicians Assistant or Nurse Practitioner)

### Electronic Forms

(located in the **Forms Section** of the Open Communicator website)

- Electronic “**Risk Conditions for COVID-19 Form**” (Completed by the student)
- Electronic “**Notice of Privacy Practices Form**” (Completed by the student)
- Electronic “**Financial Responsibilities of Barnard Students at the PCHS**” (Completed by the student)
- Electronic “**Incoming Student Immunization Form**” (Completed by the student)
- Electronic “**Meningococcal Meningitis Vaccination Response Form (18 or OVER)**” (Completed by the student)

If you are **17 or YOUNGER** at the time of filling out these forms (**ALL** forms listed below are required):

### Paper Forms *(Must be mailed or faxed \*\*No Email\*\* to the Primary Care Health Service)*

(located in the **Downloadable Forms Folder** in the Forms Section of the Open Communicator Website)

- 3 Page paper-based “**Incoming Student Immunization Form**” including the “**Tuberculosis Screening Form**”  
(Signed and stamped by a Physician, Physicians Assistant or Nurse Practitioner)
- Paper-based “**Under 18: Meningococcal Meningitis Vaccination Response Form**”  
found in the “Under 18 Required Forms Packet” (Signed by your parent/guardian)
- Paper-based “**Minors Consent Form**” found in the “Under 18 Required Forms Packet” (Signed by your parent/guardian)

### Electronic Forms

(located in the **Forms Section** of the Open Communicator website)

- Electronic “**Risk Conditions for COVID-19 Form**” (Completed by the student)
- Electronic “**Notice of Privacy Practices Form**” (Completed by the student)
- Electronic “**Financial Responsibilities of Barnard Students at the PCHS**” (Completed by the student)
- Electronic “**Incoming Student Immunization Form**” (Completed by the student)

### After Completing All Electronic **AND** Paper Forms (Steps 1-7 in the Step by Step Guide):

**FAX** or **MAIL** the paper-based “**Incoming Student Immunization Form**” and if you are 17 or younger, the  
“**Under 18: Meningococcal Meningitis Vaccination Response Form**” and “**Minors Consent Form**”  
to the Primary Care Health Service by **June 30, 2020**.

**You DO NOT need to mail or fax any of the instruction pages.**