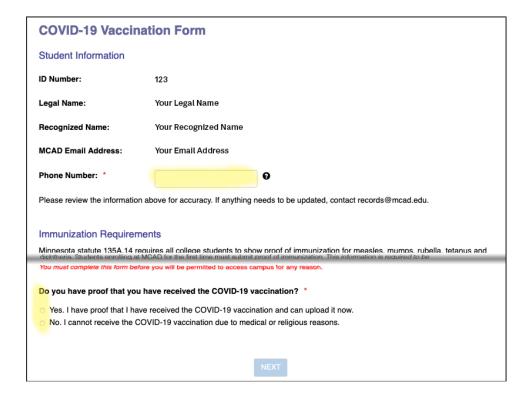
MINNEAPOLIS COLLEGE of ART and DESIGN

COVID-19 Vaccination Form Instructions

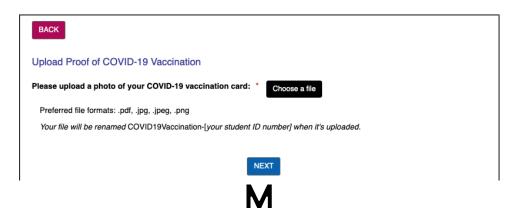
- 1. Log into my.MCAD.edu and find the COVID-19 Vaccination Form on the Records Office tab or on the Forms page the left side menu.
- 2. Check that the Student Information displayed is correct. If anything needs to be updated, contact records@mcad.edu.
- 3. Provide a phone number where you can be reached if there are any questions about the COVID-19 documentation you provide.
- 4. Read through the Immunization Rquirements and then answer the quesiton at the bottom to continue.
- 5. Click NEXT.



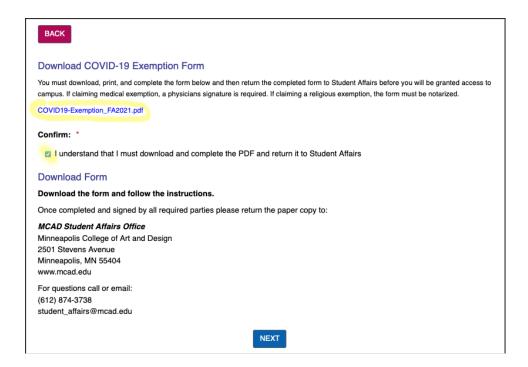
- 6. If you are providing COVID-19 vaccination proof:
 - a. Use the Choose a file button to upload a picture or copy of your vaccination card.

Please note: The file will be renamed when you upload it.

b. Click NEXT and go to step 8 on the next page.



- 7. Providing COVID-19 exemption documentation:
 - a. Download the PDF provided.
 - **Please note:** You must download, print, and complete the PDF and then return the completed form to Student Affairs before you will be granted access to campus. If claiming medical exemption, a physicians signature is required. If claiming a religious exemption, the form must be notarized.
 - b. Read the requirements and check the box to confirm that you will provide the completed PDF to Student Affairs.
 - c. Click NEXT.



8. Type your name to electronically sign the form and click SUBMIT.

