



Student Health Portal - Health Record Submission Guide

This user guide will outline the steps and process to securely submit and verify student immunization records, exemption requests and other student health documents.

First time submission of NYS Required Immunization Records

1. Visit <https://limcollege.studenthealthportal.com/> to access the Student Health Portal and login using your myLIM username and password.
2. Select **My Forms** from the navigation bar and click on the form you would like to complete.
3. **Enter the dates** of your immunizations/vaccinations as they appear on your Immunization Form or official records.
4. Click **Select File** to attach the required supporting documents. **Browse** to search for your file and click **Submit** to upload your document. Upload the completed [LIM College Immunization Form](#) or a copy of your official immunization records from your health care provider or State Immunization Registry.
5. **Note:** In order for your records to be approved, you must enter the dates of required immunizations/vaccinations AND submit your official records for approval.

Document Upload

All other documents requiring review by the Office of Counseling Services should be submitted through the Document Upload tab. This includes exemption requests, Health Clearance Forms, and additional immunization records requested by Counseling staff after the initial record review.

1. Visit <https://limcollege.studenthealthportal.com/> to access the Student Health Portal and login using your myLIM username and password.
2. Select **Document Upload** from the navigation bar.
3. Under **Document Type**, use the drop-down menu to select the option that best fits your document.
4. **Browse** to search for your file and click **Save** to upload your document.

Accepted File Types

1. Only documents with the following file formats can be uploaded: JPEG, TIFF, PNG, and PDF.
2. File size cannot exceed 6MB.

Verification and Approval Process

The Office of Counseling Services will review your submission to ensure it meets all requirements. **If your records are not approved, you will receive an email with further instructions.** If your results are approved, you will NOT receive confirmation by email.

If you have any questions about immunization/vaccination requirements, obtaining your records, and where to get the required immunization shots, please contact the Office of Counseling Services at (212)310-0630 or email us at counseling@limcollege.edu. Additional information about [immunization](#) requirements can be found on the LIM College website.

If you have any technical issues logging in, please contact the LIM College IT Help Desk at 646.218.2190 or email itsupport@limcollege.edu.