CSN Student Vaccination Submission Guide

Please follow the instructions below to verify vaccination status or provide documentation for exemptions. The form to submit your information is accessible here.

**Step 1: Enter your student information**

![Student COVID-19 Vaccination Form](image)

Please provide your student information as it appears within MyCSN. If your information does not match exactly, you will receive the following notice.

**Identification Mismatch**

1. The information provided above does not match the information on your MyCSN student account.

2. Please check your NSHE ID, first name, last name, and date of birth, and correct as necessary.

3. If this message continues to appear, please log into your MyCSN student account and verify your personal information. If an error exists in your student account, please complete the Request to Change Personal Identification Data and submit with required documentation to the Office of the Registrar at the Charleston, Henderson, or North Las Vegas campuses.

**Step 2: Select your vaccination status**

![COVID–19 Vaccination Status Information](image)

Vaccination Status: *

- I am fully vaccinated.
- I am not vaccinated.
Vaccinated students may select from four vaccine options.

After selecting a vaccine type, you will then be prompted to enter the dates of the first and second doses as applicable.

Please provide both dates of your two-dose vaccination and upload proof of completed COVID-19 vaccination series along with the front and back of a valid photo ID.

The form will also produce a prompt to upload proof of vaccination as well and the front and back of a photo ID such as a driver’s license, or school ID.
Students will need to affirm they understand and adhere to the above authorization agreement. Altered documentation or false information will result in disciplinary action. Students who are granted an exemption must comply with safety directives and precautions.

Unvaccinated Students

There are four exemption options for unvaccinated students.

Religious and Medical Exemptions

In the case of medical or religious exemptions, students will be prompted to upload appropriate documentation.
Medical and religious exemption forms are available from the NSHE COVID-19 information center. Students under 18 will also require a parent or guardian signature on the “Proof of Legal Guardianship” form.

**JumpStart and Online Only Exemptions**

For JumpStart and online only exemptions, students are required to submit a copy of their photo ID. Note: online only students can still access in-person services, however, they must adhere to CSN’s face covering mandate both inside and outdoors while on campus.

All students regardless of exemption type, are required to submit a copy of their photo ID and complete the authorization agreement.

**Step 3: Submit Form**

The last step is for students to submit their information after which they will receive an email confirmation via CSN mail. A student’s MyCSN account must be verified to send and receive messages. Students may verify their account by visiting our website.

Please allow up to 10 business days to process your request.