Medical Clearance Checklist
Graduate Students

☐ **Activate your student HU email account**
  - Instructions on how to set up the student email account will be emailed to you from the Office of the Registrar
  - If you have questions about this step, please contact the Office of the Registrar by emailing questions to registrar@hamptonu.edu or call (757) 727-5324

☐ **View the Med Proctor instructional video at the Health Center website:**
  - [http://www.hamptonu.edu/studentservices/health](http://www.hamptonu.edu/studentservices/health)

☐ **Register online with Med Proctor at medproctor.com using the student HU email account**
  - Please allow 30-45 minutes to complete this step, you will need a credit card for the $10 fee, health history information and health insurance information
  - For help with the process use the “live chat” feature or email: help@medproctor.com
  - After you complete the demographic and health information, then you will be allowed to download and print the documents

☐ **Schedule an appointment with your health care provider for completion of the required documents in time to meet your program deadline (Summer/Fall semester due May 1st, Spring semester due December 1st)**
  - Bring all of the printed documents to your doctor for completion
  - Makes sure the doctor signs, dates and stamps the forms as directed

☐ **Upload all required documents to the Med Proctor website by the deadline**
  - You may upload the forms from your computer or from photos on your phone
  - DO NOT MAIL OR DROP OFF YOUR FORMS TO THE HEALTH CENTER
  - Keep a copy of all documents that you upload to Med Proctor

☐ **Monitor your student HU email account**
  - If your information if **verified:** You will receive an email confirmation and notification from Med Proctor stating that you will be medically cleared by the Health Center within 72 hours
  - If your information is **not verified:** You will receive an email notification of the information missing or documentation that is required

☐ **Remember:**
  - Monitor your HU student email for important information
  - You must be medically cleared by the Health Center prior to moving in to the residence halls, or to register for classes on site
  - Failure to comply will lead to a Medical HOLD on your account

Questions?
Call us at (757) 727-5315