



## 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](mailto:registrar@hamptonu.edu) or call (757) 727-5324
- View the Med Proctor instructional video at the Health Center website:**  
<http://www.hamptonu.edu/studentervices/health>
- Register online with Med Proctor at [medproctor.com](http://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](mailto: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 1<sup>st</sup>, Spring semester due December 1<sup>st</sup>)**
  - 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 is **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