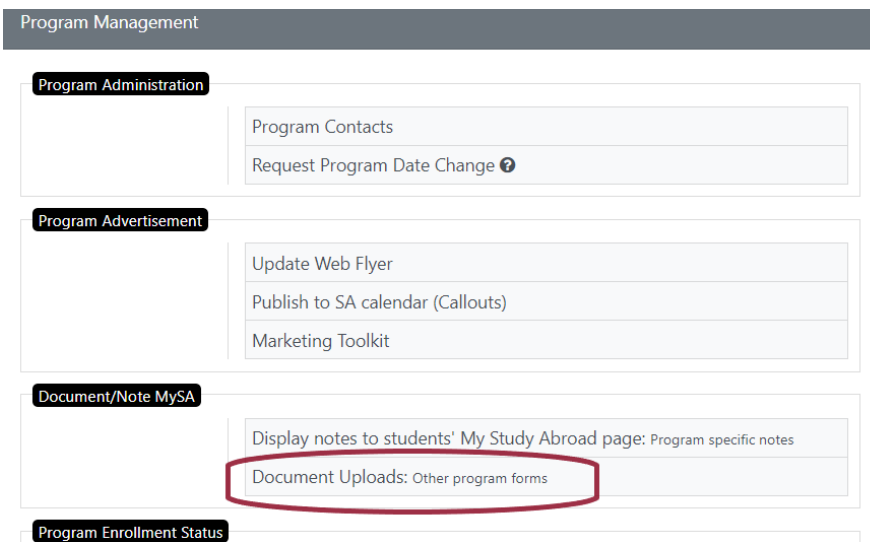


Purdue University has not taken the approach to mandate a vaccine requirement. Therefore we have not requested vaccination verification across all study abroad programs.

If your program will be traveling to a location with a foreign entry requirement or working with a provider that requires proof of vaccination, you may request this via a student My Study Abroad page.

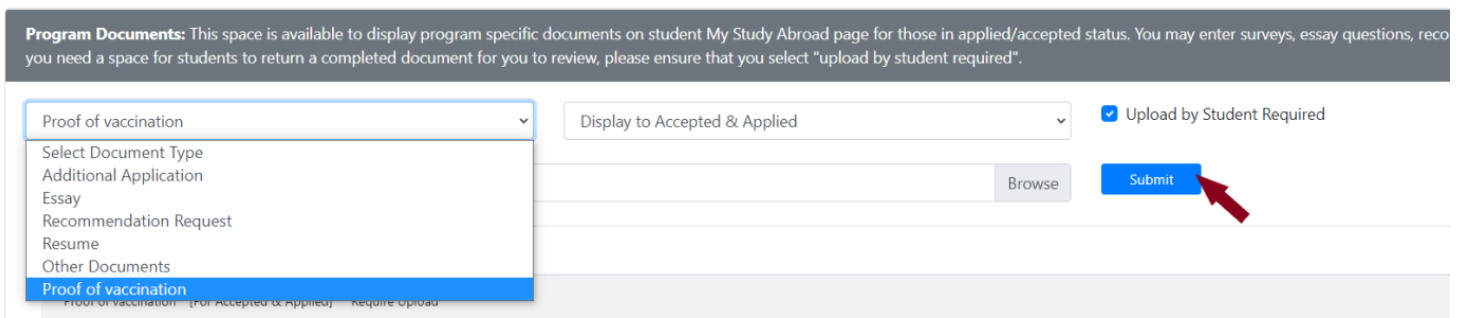
## Instruction for requesting proof of vaccination from a student via their My Study Abroad page:

- 1) Log into your program leader page: <https://www.purdue.edu/ippu/apps/programleader/>
- 2) Click on the title of your program to open the management page.
- 3) Navigate to the “Document Uploads” section:



The screenshot shows the 'Program Management' interface. It is divided into four main sections: 'Program Administration', 'Program Advertisement', 'Document/Note MySA', and 'Program Enrollment Status'. The 'Document/Note MySA' section contains two items: 'Display notes to students' My Study Abroad page: Program specific notes' and 'Document Uploads: Other program forms'. The 'Document Uploads: Other program forms' item is circled in red.

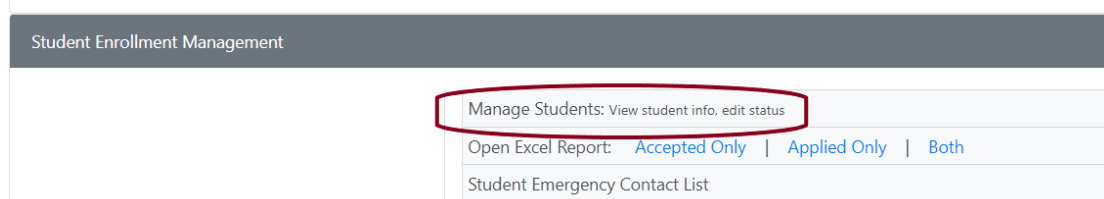
- 4) Under Program Documents section, select Proof of vaccination, whether to display to accepted/applied or both status types and select “Upload by student required”. Be sure to click “submit” once you have finished.



The screenshot shows the 'Program Documents' configuration page. At the top, there is a dark grey header with the text: 'Program Documents: This space is available to display program specific documents on student My Study Abroad page for those in applied/accepted status. You may enter surveys, essay questions, etc. you need a space for students to return a completed document for you to review, please ensure that you select "upload by student required".'

Below the header, there is a dropdown menu with 'Proof of vaccination' selected. To the right, there is a dropdown menu with 'Display to Accepted & Applied' selected. Further right, there is a checkbox labeled 'Upload by Student Required' which is checked. Below these are 'Browse' and 'Submit' buttons. A red arrow points to the 'Submit' button.

- 5) Once students submit their proof of vaccination, you will be able to review on your student management page:



The screenshot shows the 'Student Enrollment Management' interface. It has a dark grey header with the text 'Student Enrollment Management'. Below the header, there is a table with three rows. The first row is 'Manage Students: View student info, edit status', which is circled in red. The second row is 'Open Excel Report: Accepted Only | Applied Only | Both'. The third row is 'Student Emergency Contact List'.

Applied <b>1</b>	Photo	Passport	Proof of vaccination
<a href="#">Email List</a>			
<a href="#">Paula R Memmer</a> 📞 (123) 456-7894 ✉️ <a href="mailto:pmemmer1@purdue.edu">pmemmer1@purdue.edu</a> 👁️ Application			

If you would like to see what the student views on their MYSA page, please click on the student name in your student list.

Student MySA view:

[Logout](#)

Welcome, **Paula R Memmer!**

**Important Message from Study Abroad** [Click for details](#) ✓

**Your Program**

Program	<b>Faculty program Training</b>
Status	<b>Applied</b>
Term	Summer 2022
Program Dates	01/01/22 to 01/02/22
Program Leader	Paula Memmer <a href="mailto:pmemmer1@purdue.edu">pmemmer1@purdue.edu</a> 765-494-3894
Course #	SA 11111

**NOTE FROM PROGRAM LEADER** >

Any relevant information that a student in applied status should have in order to secure a spot in your progra..

Are there any subsequent applicaiton materials or qualtrics survey that you would like a student to complete beyond the documents that they may submit via their MySA page?

**REQUIRED SUPPORTING MATERIALS** >

<b>Proof of Passport OR Application</b> ▾	<a href="#">Upload Passport</a>	<input type="checkbox"/>
	<a href="#">Upload Proof of Application</a>	
<b>Photo</b>		<input type="checkbox"/>
Additional Program Documents		
<b>Proof of vaccination</b>		<input checked="" type="checkbox"/>

If you need assistance, please contact Paula Memmer, [pmemmer1@purdue.edu](mailto:pmemmer1@purdue.edu).