Program Entrance Checklist - Use this checklist to track your acceptance process. All Items are required for full acceptance and enrollment.

_____ All Students to whom this applies Order all official transcripts as instructed by the graduate admissions office in your letter of acceptance. Send to:

  Brenda Brown, 900 E Leigh Street, Box 980664, Richmond VA, 23298

_____ Email Acceptance Response/Department of Patient Counseling/All students

_____ EGI (VCUHS) Form/Completed and emailed to peggy.carnegiesmalls@vcuhealth.org (complete section D & E ONLY)/Interns ONLY

 _____ Technical Standards/signed and submitted to patient counseling/All students

 _____ CHP Policy on Clinical Affiliations Screenings/signed and submitted to patient counseling- Interns ONLY

 _____ Criminal Background Check and Drug Screening/completed and submitted to peggy.carnegiesmalls@vcuhealth.org Interns ONLY

 _____ Admission Decision Letter Received/Graduate School. All Students contact Brenda Brown if not received after two weeks of acceptance.

 _____ **Acceptance Response to graduate school via respondgrad@vcu.edu email/All Students

 _____ *Immunization form/All required immunizations and documentation submitted (via email) Employee Health nurse Interns ONLY.

 _____ *Immunization form/All required immunizations and documentation uploaded to Student Health Portal (see Student Health website for instructions and date of access to load) https://health.students.vcu.edu/ All Students

 _____ VCU email account/All Students https://eid.vcu.edu/identity/self-service/vcu/forgotuserid.jsf

 _____ ***Register for classes via eServices (at least two weeks prior to the start of semester). All Students

 _____ VCU ID (VMI Building 3rd Floor) you will need your driver’s license/passport. You can get this online, you may be required to pick it up on the Monroe Campus. All Students

*Take the immunization sheets to a healthcare provider and get all immunizations completed. You are required to get two TB Skin Tests (PPD). Submit your immunizations to Employee Health and Student Health. Interns ONLY

**You will need to have this checklist completed by the date specific to your semester of entry. You will not be able to register for classes, create a VCU email address or get your VCU ID until you submit your acceptance response to the graduate school (send an email to respondgrad@vcu.edu). This enters you into the VCU system as a student (see Acceptance Response letter from graduate school). All Students

***Register for classes: you will receive an email prompting you to register for classes (do not register before receiving email). All Students