International Student Screening Instructions – Spring 2019

Students under age 18: Any student under age 18 will need their parent/guardian to fill out the Consent to Treat Minor Child Form prior to being seen. This can be uploaded through the Student Health Portal.

- Access the Student Health Service website at www.ndsu.edu/studenthealthservice/
  - Click on the Student Health Portal

- Log-in using your NDSU Electronic ID (ex. Blackboard) credentials:
  User name: Typically FirstName.LastName (ex. John.Smith) (ex. John.Smith.1)
  Password: Your personal NDSU password

- Update your demographics:
  Once you are logged in to the portal, click on your name in the upper right corner and click on “Edit Your Profile”. Make sure all this information is up to date and click “Save” at the bottom.

- Click on the Appointment icon to schedule your appointment. Select the following:
  Clinic: NDSU Student Health Service
  Reason: International Student Screening
  Provider: Nurse International
  Click “Submit”

- Schedule your appointment:
  Select a day on the calendar that works for your schedule. The open times for that day will be displayed. Click the green select button associated with the date/time that works for you.

**DEADLINE:** Friday 01/04/2019 – Friday 01/18/2019

**NOTE:** UHC insurance will be effective starting January 1. Students who schedule an appointment prior to January 1 are responsible for all charges incurred.

**IMMUNIZATION RECORDS:** You may upload your immunization documentation (in English) prior to your arrival through the Student Health Portal. Please contact us with any questions.

**NO-SHOW FEE:** Students who do not show up for a scheduled appointment and do not cancel their appointment will be charged a $25 fee to their student account.

- Appointment Reminder:
  Students will receive an appointment reminder to your NDSU email the day before the appointment. The appointment reminder will come from the email account NDSUclinic@medicat.com.

- Location/Phone Number:
  NDSU Student Health Service / Wallman Wellness Center, Room 102 / 701-231-7331

Reviewed: 12/2018