Welcome to the University of San Francisco School of Nursing and Health Professions! This worksheet is designed to help you submit the first portion of documentation for specific health requirements that our clinical sites require. In addition, the information you provide will meet requirements of the University of San Francisco Immunization Policy.

**Student Account Set-up**
- Set up student account with Certified Background

**Program Health Requirements**
- Meningococcal Vaccine (Optional) on agency letterhead/form
- Physical & Mental Review verification on agency letterhead/form
- Tdap Booster on agency letterhead/form
- *Titers Information* on agency letterhead/form
  - Measles
  - Mumps
  - Rubella
  - Varicella
  - Hepatitis B
- BSN Student Handbook Acknowledgement Form
- SONHP Social Media Policy Acknowledgement Form
- SONHP Confidentiality Statement

**International Student Only:**
- Tuberculosis Test (2-step or 2 annual results) on USF TB Annual Update Form or on agency letterhead/form

Once you have completed the above stated requirement, you must upload a copy of the documentation into your Certified Background student account prior to your program submission deadline.

If you have program specific questions, please contact:

**Stacey Kohut**  
*Program Assistant, Pre-licensure Nursing Programs*  
(415) 422-2679  
sekohut1@usfca.edu

If you have technical questions for Certified Background, please contact:

**Certified Background Service Desk**  
(888) 914-7279  
cpservicedesk@certifiedprofile.com

Thank you,

School of Nursing & Health Professions Administration