

**Compliance Requirements for Sophomore Transfers entering the program Summer 2025**

Forms	Earliest date requirement can be administered:	Complio/American DataBank document <u>uploading window</u> : Begins                      Deadline for Approval		Special Instructions before uploading information to Complio/American DataBank
<a href="#">Handbook Certification</a>	July 15, 2025	July 15, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- Please complete the form in its entirety or it will be rejected. This includes all of the following: student signature, printed name, date and UM ID.</li> <li>- The form must be uploaded.</li> <li>- Please ensure that you have reviewed the upcoming 25/26 academic year handbook to be compliant.</li> <li>- <b>this is a yearly requirement</b></li> </ul>
<a href="#">Technical Standards</a>	April 23, 2025	April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- Please read the technical standards information found in the undergraduate student handbook.</li> <li>- Please complete the form in its entirety or it will be rejected. This includes all of the following: student signature, printed name, date and UM ID.</li> <li>- Both pages of the form must be submitted for acceptance</li> <li>- <b>this is a yearly requirement</b></li> </ul>
<a href="#">State of Residence Change Notification</a>	April 23, 2025	April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- Please complete both sections of the form <b><u>only if you are living in a state other than Michigan during the course of your Undergraduate program</u></b>. This includes all of the following: First Name, Last Name, New Address, username, umid#. Please also complete the acknowledgement of receipt area including: First Name, Last Name, Signature and Date. <b><u>If you are not living in a state other than Michigan during the course of your Undergraduate program</u></b> you only need to complete the acknowledgement of receipt area including: First Name, Last Name, Signature and Date.</li> <li>- This form must be uploaded to Complio</li> <li>- <b>this is a yearly requirement</b></li> </ul>
<a href="#">Authorization to Disclose Information Statement</a>	April 23, 2025	April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- Please complete the form in its entirety or it will be rejected. This includes all of the following: First and Last Name, phone #, username and UM ID, in addition please complete the authorization to disclose area by completing all of the following: both boxes must be checked, enter first and last name, sign and date.</li> <li>- Both pages of the form must be uploaded for acceptance.</li> <li>- <b>this is a one-time requirement</b></li> </ul>

Immunizations	Earliest date requirement can be administered:	Complio/American DataBank document <u>uploading window</u> : Begins	Deadline for Approval	Special Instructions before uploading information to Complio/American DataBank
<a href="#">TB skin test (also called TB or PPD) or blood test</a>  <b>Important Notice: In order to ensure an accurate test result, <u>do not schedule a TB test within four weeks of a Covid-19 Immunization</u></b>	April 23, 2025	April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- Documentation must include the date administered, the date read and negative results OR a lab report showing a negative QuantiFERON TB Gold or T-SPOT blood test and test date</li> <li>- Blood tests are valid for three years</li> <li>- In the event of a positive result, please contact the Compliance Team at <a href="mailto:umsn-undergradcompliance@med.umich.edu">umsn-undergradcompliance@med.umich.edu</a> for further assistance.</li> <li>- The school of nursing form is optional</li> <li>- <b>this is a yearly requirement</b></li> </ul>
<a href="#">Flu (Influenza) vaccine</a>	August 15, 2025	August 15, 2025	October 15, 2025	<ul style="list-style-type: none"> <li>- Flu shots will be available on campus at the end of September or beginning of October.</li> <li>- You may receive your vaccine anytime during the acceptance period at a location of your choice.</li> <li>- Instructions detailing when the flu shots will be available and how to provide proof of compliance will be sent each fall.</li> <li>- The school of nursing form is optional.</li> <li>- <b>this is a yearly requirement</b></li> </ul>
Hepatitis B		April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- The Hepatitis B vaccine is a series of three doses and proof must include the dates of the first, second, and third doses of the vaccine OR a lab report for a positive Hepatitis B titer.</li> <li>- In the event of being considered a “non-converter” please contact the Compliance Team at <a href="mailto:umsn-undergradcompliance@med.umich.edu">umsn-undergradcompliance@med.umich.edu</a> for further assistance.</li> <li>- <b>this is a one-time requirement</b></li> </ul>
MMR (Measles, Mumps and Rubella)		April 23, 2025	September 30, 2025	<ul style="list-style-type: none"> <li>- The MMR vaccine is two doses and proof must include the dates of the first and second doses of the vaccine after 12 months of age OR a lab report for a positive antibody titer for each of the three components (Measles, Mumps, and Rubella).</li> <li>- <b>this is a one-time requirement</b></li> </ul>



For more information on setting up your account and uploading documents with Complio/American DataBank, visit the links below:

[Student Guide to Complio](#)

[Uploading Documents to Complio video](#)

All compliance requirement information can be found on the School of Nursing Website:

[Compliance Requirements](#)

For questions regarding compliance, please email:

[umsn-undergradcompliance@med.umich.edu](mailto:umsn-undergradcompliance@med.umich.edu)