

## Sample New Student Letter

Institution Name  
Street Address  
City, State, Zip Code

Date

Dear New Student,

We would like to take this opportunity to introduce you to the (insert institution name) Student Health Services, located (insert office location). In addition to providing medical care to registered students, Student Health Services is responsible for maintaining student immunization records.

**You will not be permitted to register for classes until documentation of proof of immunity for measles, mumps and rubella is received by this office.**

According to New York State Public Health Law (PHL) Section 2165, if you were born on or after January 1, 1957 and registered for 6 or more credit hours, you must provide proof of immunity against measles, mumps, and rubella.

Compliance with PHL Section 2165 requires documentation of one/a combination of the following:

- Two doses of measles vaccine (if the vaccine was received prior to 1968, the immunization record must specify that live virus vaccine was given), one dose of mumps and rubella vaccines. The first dose of each of these vaccines must have been received no more than 4 days prior to the first birthday;

**OR**

- Physician diagnosis of disease (valid for measles and mumps);

**OR**

- Serologic evidence of immunity (valid for measles, mumps and rubella);

**OR**

- A valid medical exemption or religious exemption.

Please submit proof of immunity to the aforementioned address. If you have any questions, please contact the Student health Services Office at (insert phone number).

Sincerely,

Student Health Services  
(Institution Name)