University of St. Francis
Health Records and Health Insurance Checklist

Health Records- For additional information you may call (815) 740-3399

☐ Complete registration
☐ Get all required immunizations

List of required immunizations can be found by the following:
- Go to www.stfrancis.edu
- Student Experience (tab on main screen)
- Health and Personal Counseling (scroll to middle of page and you will find the links of printable page).

We need complete health records to avoid holds on your account.

Complete Health records are due **August 1st**.

You can either:
- Drop off in person- USF Health Records, Tower, Second Floor, Room S213
- Fax Health records to: USF Health Records-(815) 740-5035
- Scan and email health records to healthservices@stfrancis.edu
- Mail health records to: USF Health Records 500 Wilcox St Joliet, IL 60435

Are you a student athlete?
☐ If “No"- You are done! We encourage you to check with USF Health Records to confirm receipt of your immunizations by calling (815) 740-3399.

☐ If “Yes"- Student Athletes please keep in mind our health records are separate from the athletic department requirements; we need the completed forms for our records to avoid holds on your account.

USF Health Insurance- For additional information you may call (815) 740-3399

Do you need school health insurance?
☐ “NO"- **Please note: All students are automatically enrolled every year.** If you do not require USF insurance you must elect to waive Student Insurance during registration. This process must be completed every year to avoid school insurance charge. If registration process was not completed, reminders will be sent to USF student emails prior to the deadline. There is no hard copy of this form.

Student Insurance Waiver Form can be found on Student Portal:
- Go to www.stfrancis.edu
- Login to portal
- Go to “For Students” tab on left hand side
- Go to “Tuition/Bill Account Summary”
- Go to “Student Insurance Waiver” (middle of page on your lower right hand side)

☐ “Yes”- no forms are required; you are automatically enrolled as long as you are eligible. Requirements: Traditional students and student athletes registered for 12 or more credit hours.