

Instructions for Submitting Proof of COVID Vaccination Georgian Court University Faculty and Staff

All proof of COVID Vaccination must be submitted to the Office of Human Resources by October 1, 2021.

The following is a list of ways you can submit your CDC card: *

- Bring the card to the HR Office—we will make a copy for you.
- E-mail a photo/scan of the card to GCUHR@georgian.edu.
- Send a copy through interoffice mail.

If you have any questions, please contact Kathy Hedderman at khedderman@georgian.edu or 732-987-2215. All proof of vaccination data is considered confidential and will not be shared with anyone outside of HR.

*Please note to be considered completely vaccinated, you must have received either two doses of the Moderna or Pfizer vaccines or one dose of the Johnson and Johnson vaccine.