LC LAREDO COLLEGE EST. 1947

Proof of
Bacterial Meningitis Document Upload

INSTRUCTIONS

To comply with your bacterial meningitis vaccination state requirement, please scan or photograph your vaccine record. Before submitting, please convert your file to PDF format. Below are some instructions for PDF conversion. This requirement is **only** for students under the age of 22.

Converting .doc file to .pdf

1. Open the document in Microsoft Word.

2. Click the file tab.

3. Click Save As.

4. In the File Name box, enter a name for the file (titles should be kept short without any special characters).

5. In the Save As type list, choose PDF (*.pdf).

6. Click Save.

7. Submit your converted file to admissions@laredo.edu. Please include your full name and date of birth or your Palomino ID number in the email.

Saving images to .pdf

1. Open the document in Microsoft Word.

2. Click the Insert tab.

3. Click Picture.

4. Click the image file you want to insert, click "insert."

5. Adjust the image orientation if required.

6. Click the File tab.

7. Click Save As.

8. In the File Name box, enter a name for the file (titles should be kept short without any special characters).

9. In the Save As type list, choose PDF (*.pdf). Then, click Save. After converting your file, submit it via email at admissions@laredo.edu.