# STUDENT CHECK OUT FORM

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name (First, Middle Initial, Last)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

## FORWARDING INFORMATION::

<table>
<thead>
<tr>
<th>Mailing/Forwarding Address:</th>
<th>Telephone Number:</th>
<th>Non-Sinai email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ HOME ☐ CELL</td>
<td></td>
</tr>
</tbody>
</table>

☐ Please check if staying at MSSM for Post-doc or other employment

<table>
<thead>
<tr>
<th>Lab:</th>
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## DEPARTMENTAL CLEARANCE:

All Graduating students, including MD/PhD’s returning to the MD Phase, must complete this form in order to successfully deposit your thesis. The following departments MUST sign this form so that you may be officially cleared for the deposit of the dissertation. Please submit the completed Form to the Office of the Registrar (Annenberg 13-30). Failure to turn in the form can result in a delay of your graduation and degree conferral.

- **Levy Library** – Return all books and library card, clear fines (Circulation Desk, Annenberg 11)
  - Date:

- **Real Estate** – Clear accounts (1240 Park Avenue) *
  - Date:

- **Bursar** – Clear Accounts (Phillip Park, Annenberg 12-70)
  - Date:

- **Financial Services** – Exit Interview (Dale Fuller, Annenberg 12-70)
  - Date:

- **International Personnel** [International students only] (320, E. 94th St, 5th Floor)
  - Date:

* Every student must obtain the Real Estate signature whether or not he/she ever lived in Mount Sinai housing.

## GRADUATE SCHOOL CLEARANCE

Students must also obtain the signatures from the following in order to clear with the Graduate School Administration.

- **Mentor/Dissertation Advisor** - ☐ I have discussed with the student, and have agreed to cover the stipend until: ______________________
  - Date:

- **Graduate School Financial Services** – Exit process (Osei Tutu)
  - Date:

- **Graduate School Interim Dean** – Basil Hanss, PhD
  - Date:

## FINAL CLEARANCE

- **Registrar** – Annenberg 13-30 [Updated CV and forwarding info, NORC survey [please click] (PhD & MD/PhD student only), all accounts clear]
  - Date:

☐ SIS ☐ NORC ☐ CV