Icahn
School of
Medicine at
Mount
Sinai

*Graduate School of
Biomedical Sciences*

One Gustave L. Levy Place
Annenberg Building-
Room 1330 Box 1257
New York, NY 10029-6574

Phone 212.241.6691
Facsimile 212.369.6013
E-mail: :
Registrar@mssm.edu

STUDENT CHECK OUT FORM

STUDENT INFORMATION		
Student Name (First, Middle Initial , Last)	**Signature**	**Date**

FORWARDING INFORMATION::	
Mailing/Forwarding Address:	**Telephone Number:** ❑ HOME ❑ CELL
	Non-Sinai email:

☐ Please Check if staying at MSSM for Post-doc or other employment   **Lab:**

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:
Student Health – All records updated. Verification of required TB test (CAM D4-246)	Date:
Real Estate – Clear accounts (Angela Moura, 1240 Park Avenue) *	Date:
Bursar – Clear Accounts (Phillip Park, Annenberg 12-70)	Date:
Financial Services – Exit Interview (Dale Fuller, Annenberg 12-70)	Date:
Graduate School Financial Services – Exit process (Osei Tutu)	Date:
International Personnel [International students only] (320, E. 94th St, 5th Floor)	Date:
Graduate School Dean – John H. Morrison, PhD	Date:

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

FINAL CLEARANCE

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