# 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>HOME</th>
<th>CELL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-Sinai email:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Please check if staying at MSSM for employment or other educational program: Details:

## Departmental Clearance:

All graduating Masters level students 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 thesis. 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** – [MSBS students only] Exit process (Osei Tutu)  
  Date: [ ]

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

  Date: [ ]

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

## Final Clearance

<table>
<thead>
<tr>
<th>Registrar – Annenberg 13-30 [Updated CV and forwarding info, all accounts clear]</th>
<th>Date</th>
</tr>
</thead>
</table>

☐ ISIS  ☐ CV