



**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: <input type="checkbox"/> HOME <input type="checkbox"/> CELL	
	Non-Sinai email:	
<input type="checkbox"/> 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:
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 <u>only</u> ] (320, E. 94 <sup>th</sup> St, 5 <sup>th</sup> 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 - <input type="checkbox"/> 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 Dean – Marta Filizola, PhD		Date:
FINAL CLEARANCE		
Registrar – Annenberg 13-30 [Updated CV and forwarding info, <a href="#">NORC survey [please click]</a> (PhD & MD/PhD student only), all accounts clear]		Date
<input type="checkbox"/> SIS <input type="checkbox"/> NORC <input type="checkbox"/> CV		