



**Icahn
School of
Medicine at
Mount
Sinai**

*Graduate School of
Biomedical Sciences*

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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 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 <u>only</u>] Exit process (Osei Tutu)		Date:
International Personnel [International students <u>only</u>] (320, E. 94 th St, 5 th Floor)		Date:
Program Director – (Basil Hans[MSBS] / Janice Gabrilove; Alan Moskowitz[Clin Research] / Randi Zinberg[MGC] / Nils Hennig[Public Health])		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, all accounts clear]		Date
<input type="checkbox"/> ISIS <input type="checkbox"/> CV		