
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES – MD/PHD PROGRAM

FORM: Graduate Check-Out Form – PhD Degree

The following Departments **MUST** sign this form so that you may be officially cleared for Completion of Degree and Graduation. Submit this form with ALL signatures to the Graduate Office along with a copy of the Graduation & Commencement Information Form confirmation (you will receive this automatically via e-mail upon completion & submission of the form).

Please note that your dissertation will not be published and you will not be certified to graduate if this form is not completed and returned to the Graduate Office.

This may be faxed (6-3659), sent via interoffice mail (GSBS, Room S1-880) or hand delivered. Because signatures are required, it cannot be sent via e-mail.

Student's Name:	Graduation Date:
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Bursar's Office – payment of all fees & fines (Please note: Commencement Fee of \$150.00 is due whether you attend Commencement or not)		
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Print Name	Signature	Date

Lamar Soutter Library – return all library material. No fines or fees outstanding		
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Print Name	Signature	Date

International Student Office – International Students <u>only</u>	Are you applying for OPT?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Print Name	Signature	Date

Financial Aid -- exit interview – Students who have outstanding loans must schedule an exit interview		
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Print Name	Signature	Date

Registrar		
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Print Name	Signature	Date

UMMS Email Forwarding

Upon graduation, students who provide a valid e-mail address to IS will have their e-mail forwarded indefinitely. If that destination e-mail address ever becomes invalid, the forwarding will be terminated. The mailbox content is not forwarded. To request this, contact the Help Desk via email. UMWHelpdesk@umassmed.edu

For GSBS Office Use

<input type="checkbox"/> DISSERTATION SUBMITTED FOR PUBLICATION	<input type="checkbox"/> E-COPY DISSERTATION SUBMITTED
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<input type="checkbox"/> STUDENT HAS BEEN CLEARED FOR DISSERTATION PUBLICATION & GRADUATION

GSBS Staff:	Signature	Date
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Distribution

<input type="checkbox"/> Registrar	<input type="checkbox"/> GSBS Student File
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