

Graduating Student Checklist

Exit Survey (Office of Academic Affairs)

All graduating students are asked to complete an online Exit Survey about their experience at the School and their post-graduation plans. Survey links will be sent to students via email prior to their commencement. Please be sure to check the account for the email address you provided for commencement information. If you have any questions or do not receive your survey link, please contact Liza Kalashnikova-Luby, Institutional Research Specialist, at ykalash2@jhu.edu.

Exit Loan Interview (Financial Aid Office) Graduating students who have received a Federal Student loan from the Bloomberg School of Public Health must complete an “Exit Loan Counseling” session. The Financial Aid Office will send email notifications with instructions to complete the online exit counseling session.

Cancel Health and Dental Insurance (Student Accounts and Business Services) If you wish to cancel your health insurance or enroll in the COBRA plan, please notify the Student Accounts Office by: **May 10, 2017**

Termination forms are located online at: <http://www.jhsph.edu/offices-and-services/student-accounts-and-business-services/forms/Forms>. For more information, email jhsph.bursar@jhu.edu; or call 410-955-5725. To access your account online go to: <https://sis.jhu.edu/sswf>.

Settle Student Accounts (Student Accounts and Business Services) All final balances on your student account must be paid in full by: **April 22, 2017**

For more information, email jhsph.bursar@jhu.edu; or call 410-955-5725. To access your billing statement online visit: <https://sis.jhu.edu/sswf>.

Library Matters (Welch Library) Graduating students need to make sure that all outstanding library materials are returned to the appropriate library and all fines are resolved before they leave the School. For more information, contact the Welch Services Center at wsc@jhmi.edu or call 410-955-3410.

International Students (Office of International Services)

If you are an international student in F-1 status, you must depart the U.S. within 60 days of the end date on your I-20 or your last date of enrollment, whichever is earlier. J-1 students have 30 days to depart. OR, if you plan to remain in the U.S., you should consult with an advisor regarding F-1 Optional Practical Training or J-1 Academic Training if you have not already done so. For any questions, contact an advisor at Intl-Students@jhmi.edu.

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- _____ **ID Badge Access (Emergency Management)** Turn in your ID badge to W3014 in the Wolfe Street Building. All graduating student ID badges will be disabled upon graduation. If access to card-reader secured areas is needed after graduation, please complete a card access request form located at: <https://solutions.jhu.edu/idcars/>. Questions can be submitted to: JHSPHEmergencyMgmt@jhu.edu
- _____ **Lockers (Mail Services)** Turn in your locker combination card to the mailroom in WB401 of the Wolfe Street Building. For more information email: gmilller@jhsph.edu
- _____ **Turn in Parking Cards (Student Affairs)** Parking Permits – Parking Permits issued by Student Affairs – You may return your permit directly to Student Affairs (E1002) or via mail (JHBSPH, Student Affairs/ Suite E1002, Attn: Steve Bazzetta, 615 N. Wolfe Street, Baltimore, MD 21205) . For more information, email sbazzet1@jhu.edu or call 410-502-1791. To avoid unnecessary charges or a transcript hold, permits must be received before your conferral date **(5/24/17)**.
- _____ **Hopkins KnowledgeNET: The Johns Hopkins Alumni Virtual Library**
After graduation, you'll have free access to Hopkins KnowledgeNET. Hopkins KnowledgeNET is an exclusive online library offering convenient access to hundreds of academic journals, newspapers, e-books, reference materials, including the American Journal of Public Health, Lancet, Science, Nature, and more than 500 medical and clinical journals. Publisher restrictions do apply. You will also have access to 'Connect', the Hopkins alumni directory, which includes phone numbers, email addresses and employment information on all alumni. More information is at <http://connect.jhu.edu>.
- _____ **Check-out with Departmental Academic Office.**
All students must 'check-out' with their departmental academic office prior to leaving campus. You must leave a forwarding address so that appropriate tax documents can be forwarded to you and the department can keep in touch with you. If you held an appointment on a federal training grant, important paperwork must be completed to complete your appointment. For more information consult your academic coordinator.
- _____ **Accounts**
- _____ **Email Accounts (@JHU.EDU email)** After graduation, you will receive a communication from IT@JH, as well as the JHSPH Office of Alumni Relations, outlining the procedures for continuing your email affiliation through an Alumni email account.
- _____ **JHSPH ID accounts** (JHSPH IDS provide access to specific resources such as the JHSPH portal) will be disabled for all graduating students starting September 30th, of the following academic year. No action is required on your part.

Student Affairs, 615 N. Wolfe Street, Suite E1002 Baltimore, MD 21205-2179

www.jhsph.edu/student_affairs

Phone: 443-287-7277