



Graduating Student Checklist

Graduation Send Off (Student Affairs)

Attend the Graduation Send Off on Thursday May 2, 2008 at 12:15 p.m. –1:30 p.m. in Courtyard I where representatives from Career Services will be present. Prizes are awarded and refreshments are served.

Exit Survey (Career Services)

All graduating students are asked to complete an online exit survey assessing your experience at the School, and indicating your future plans. The survey will be available March 25, 2008. To access the survey, go to: <https://apps2.jhsph.edu/exitsurvey>. For more information, contact the Career Services Office at careers@jhsph.edu; or call 410-955-3034.

Exit Loan Interview (Student Financial Services)

Graduating students who have received a Federal Student loan from the Bloomberg School of Public Health must participate in "Exit Loan Interviews." The Student Financial Services Office will send email notifications with instructions for participation in the exit interview process.

Cancel Health Insurance (Student Accounts and Business Services)

Notify the Student Accounts office whether you wish to cancel your health insurance or continue in the COBRA plan. For more information, email bursar@jhsph.edu; or call 410-955-5725.

Settle Student Accounts (Student Accounts and Business Services)

All final balances on your student accounts should be paid in full. For more information, email bursar@jhsph.edu; or call 410-955-5725. To access your account online go to: <https://isis.jhu.edu/sswf>.

Library Matters (Welch and Lilienfeld Libraries)

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 Donna Hesson at dhesson@jhsph.edu; or call 410-955-3028.

International Students (Office of International Services)

If you are an international student, you need to report the following information to the Office of International Services (OIS): 1) The date you will be departing the United States. 2) Your forwarding address. 3) Confirm your plans if you intend to stay at Hopkins (you will need to notify OIS a minimum of 120 days in advance). 4) Complete appropriate immigration paperwork. F1 OPT or J1 Academic Training applications should be completed at least 120 days in advance, but no less than 30 days before last registered class day OR thesis defense. For any questions, contact OIS at: 410-955-3371.

ID Badges (Mail Services)

Turn in your ID badge to the mailroom in WB401 of the Wolfe Street Building. For more information, email sphmail@jhsph.edu.

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

www.jhsph.edu/student_affairs

Phone: 443-287-7277



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- _____ **ID Badge Access (Support Services)** Graduating student ID badges will be disabled upon graduation. If access to card-reader secured areas is needed after graduation, contact Support Services to discuss your options. For more information; stop by W3041 in the Wolfe Street building, email jleflar@jhsph.edu or call 410-614-2862.
- _____ **Lockers (Mail Services)** Turn in your locker combination card to the mailroom in WB401 of the Wolfe Street Building. For more information email sphmail@jhsph.edu.
- _____ **Mailboxes (Mail Services)** If you have been using a mailbox, you need to present a forwarding address and turn in your mailbox confirmation card to the mailroom. For more information, email sphmail@jhsph.edu.
- _____ **Turn in Parking Cards (Support Services)** If you have been parking at the Church Home Garage; return your card directly to Support Services (W3041). If parking at Monument Street, 1) Return your transponder to the Hospital Parking office 2) Bring proof of return to Support Services. For more information email supserv@jhsph.edu; or call 410-955-1197.
- _____ **Hopkins KnowledgeNET: The Johns Hopkins Alumni Virtual Library**
Once you receive your alumni ID from the Johns Hopkins Alumni Association in August, you'll have free access to HopkinsKnowledgeNET until January 1, 2009 (after that time, membership dues - \$20 for recent grads- are required to continue access). Hopkins KnowledgeNET is an exclusive online library offering convenient access to hundreds of academic journals, newspapers, e-books, reference materials, and more. You can also subscribe to an Enhanced Service, which offers full-text access to thousands of academic journals and professional publications, including the American Journal of Public Health, Lancet, Science, Nature, and more than 500 medical and clinical journals. Read more at <http://alumni.jhu.edu>. Recent graduates will get their alumni id and have.
- _____ **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 call 410-955-3006 or consult your academic coordinator.
- _____ **Email Accounts (PH information Systems).** You will receive an email from information Systems in June detailing the procedure for continuing your JHSPH email services through an Alumni account. IS will send details about how to set up the Alumni account, how to save your current email, and what actions you need to do if you're staying on at JHSPH after graduation.

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