

## Graduating Student Checklist

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### 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 prior to their commencement. Dean MacKenzie's request for survey participation with links is scheduled to be sent via email on Wednesday, May 10, 2021. Reminders with links will be sent during the following week. Please be sure to check the account – including your spam folder- for the email address you provided for commencement information. If you have any questions or did not receive your survey link, please contact Liza Kalashnikova-Luby, Institutional Research Analyst, at [ykalash2@jhu.edu](mailto:ykalash2@jhu.edu).

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**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.

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**Health and Dental Insurance (Student Accounts and Business Services)** All graduating students will be dropped from their JHU student health insurance and dental plan effective 6/30/21. To enroll in the COBRA-extension of coverage, enrollment must be received within 60 days of your student health plan termination date. If you wish to cancel coverage prior to the termination date, please notify the Student Accounts Office by **May 31, 2021**.

COBRA 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](mailto:jhsph.bursar@jhu.edu); or call 410-955-5725. To access your account online go to: <https://sis.jhu.edu/sswf>.

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**Settle Student Accounts (Student Accounts and Business Services)** All final balances on your student account must be paid in full by **May 21, 2021**

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

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**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](mailto:wsc@jhmi.edu).

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### International Students (Office of International Services)

If you are an international student in F-1 or J-1 status, please contact OIS at: [intl-students@jhmi.edu](mailto:intl-students@jhmi.edu) to discuss your plans after graduation if you have not already done so. Students in F-1 status generally must depart the U.S. within 60 days after the end date on your I-20 or your last date of enrollment, whichever is earlier. Students in J-1 status have 30 days to depart. However, if you plan to remain in the U.S. and will apply for F-1 Optional Practical Training, J-1 Academic Training, a transfer of your immigration status to another institution or a change of immigration status there are important requirements around the timing of those applications that you will want to be familiar with. If you have any questions, please consult OIS.

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- \_\_\_\_\_ **ID Badge Access (Emergency Management)** Turn in your ID badge to security post at the Monument Street entrance in the 615 N. 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](mailto:JHSPHEmergencyMgmt@jhu.edu)
- \_\_\_\_\_ **Lockers** Please contact JHSPH Security at [JHSPHEmergencyMgmt@jhu.edu](mailto:JHSPHEmergencyMgmt@jhu.edu) to arrange entry into the Wolfe St. Bldg. to remove your lock and personal items from lockers. Any personal items left in the lockers after July 2021 will be discarded. For more information email Steve Bazetta, [sbazzet1@jhu.edu](mailto:sbazzet1@jhu.edu)
- \_\_\_\_\_ **Turn in Church Home and Ashland Parking Garage Cards and Parking Permits (Student Affairs)** – To cancel your parking, you will need to return the physical pass. You may either mail the pass back to the School (it should be sent to **Steve Bazetta, JHSPH Student Affairs, 615 N. Wolfe Street, Suite E1002, Baltimore, MD 21205**), or, if you happen to be able to access the Wolfe St. Bldg., you can place the pass in an envelope with your name on it and slide it under the door to E1002 Wolfe St. Bldg., Student Affairs. Again, **please be sure to put your name on the envelope**. You have not been billed for 4<sup>th</sup> term. The pass must be received in order to **officially cancel** your parking so you do not receive parking charges on June 1. For more information, email [sbazzet1@jhu.edu](mailto:sbazzet1@jhu.edu) or call 410-502-1791.
- \_\_\_\_\_ **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) Accounts will be disabled for all graduating students shortly after graduation. No action is required on your part. Any data that is stored in JHSPH OneDrive should be extracted prior to graduation.