



Graduate School of Biomedical Sciences

FORM GSBS20: GRADUATE CHECK-OUT FORM

INSTRUCTIONS: All Departments below must sign this form to officially clear you for *Completion of Degree and Graduation*.

Do not submit this form until all department requirements identified below have been met.

Please note that your thesis (MS) or dissertation (PhD) will not be published and you will not be certified to graduate if this form is not completed.

STUDENT NAME:	COMPLETION DATE:	GRADUATION DATE:
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BURSAR'S OFFICE

REQUIREMENT: Commencement fee of \$255.00 must be paid online with a credit card [via PeopleSoft Campus Solutions](#). After logging in, click *Student Finances > Make a payment*. Fee is due regardless of Commencement participation. For question on submitting payment, email yi.chen@umassmed.edu

BURSAR'S OFFICE REPRESENTATIVE:	<input type="checkbox"/> Student has met requirement
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LAMAR SOUTTER LIBRARY

REQUIREMENT: All library material returned, and student has no outstanding fines or fees

LIBRARY REPRESENTATIVE:	<input type="checkbox"/> Student has met requirement
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FINANCIAL AID

REQUIREMENT: If required, student has had exit interview. Students with outstanding loans **must** have an exit interview.

FINANCIAL AID OFFICE REPRESENTATIVE:	<input type="checkbox"/> Student has met requirement
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IMMIGRATION SERVICES (International Students Only)

An international student is a student that is not a U.S. citizen nor a U.S. permanent resident/green card holder

REQUIREMENT: Answer question, are you applying for OPT? Yes No N/A (Not an international student)

IMMIGRATION SERVICES REPRESENTATIVE:	<input type="checkbox"/> Student has met requirement
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KATE LAPANE (CPHR Students Only)

REQUIREMENT: Student has returned all equipment

Kate Lapane:	<input type="checkbox"/> Student has met requirement
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GSBS Office Review

Parking/Access Control: ID/Parking Permit Change/Return and outstanding parking tickets

Thesis (MS) or dissertation (PhD) submitted for publication

Student has been cleared for thesis (MS) or dissertation (PhD) publication & graduation

GSBS Staff:	Date:
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FOR
PREVIEW
ONLY