

# JOHNS HOPKINS UNIVERSITY

School of Medicine  
Edward D. Miller Research Building, Suite 147  
733 North Broadway  
Baltimore, MD 21205-2196  
(410) 955-3080 / FAX (410) 955-0826

Office of the Dean  
Registrar

## Graduation Clearance Form

The following form should be completed and sent to the Registrar’s Office at the time you complete degree requirements.

**NAME (please print):** \_\_\_\_\_  
Last Name First Name

**POSTGRADUATE PLANS: (Include position, institution, and preceptor if continuing training)**

\_\_\_\_\_  
\_\_\_\_\_

**DEMOGRAPHIC DATA** Note: This information will be used for mailing graduation materials to you.

**HOME ADDRESS: Effective Date:** \_\_\_\_\_ (mm/dd/yyyy) **PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ **PERSONAL/NON JHU EMAIL ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**NOTE:** All December Graduates and May Graduates not attending convocation – Your diploma will be sent via first class mail to you during the month of January (December graduates) or June (May graduates). We will confirm your mailing address prior to sending the diploma and will not release your diploma until we have received a response from you.

### RETENTION OF JOHNS HOPKINS EMAIL ACCOUNT:

You are eligible to keep your Johns Hopkins email account for life. In order to take advantage of this, you will need to register with the alumni office and migrate your email. You are encouraged to do this right away. Once your JHED account is closed you lose access to your current email and any messages in your inbox will be unrecoverable. See the Alumni Office’s webpage for instructions on how to migrate your email at <http://alumni.jhu.edu/alumniemailmigration/injhed>.

### BENEFITS:

Please read the attached Benefits Information statement that addresses both end of coverage and options for extending health and dental insurances.

My signature below confirms that I have received the “**Graduation Clearance Form – Benefits Information Attachment.**”

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Date

## GRADUATION CLEARANCE FORM – BENEFITS INFORMATION ATTACHMENT

### WHEN DO BENEFITS END?

**Ph.D. and Terminal Masters Candidates** are covered by the Student Health Program, University Health Services, and the student dental plan until the end of the calendar month in which their degree requirements are completed.

**M.D. /Ph.D Candidates** are covered by the Student Health Program, University Health Services, and the student dental plan until they complete both degrees.

#### **Art As Applied to Medicine**

- Students enrolled in the 2 year Program are covered by the Student Health Program, University Health Services, and the student dental plan until June 30 of second year.
- Students enrolled in extended program (beyond 2 years) are covered by the Student Health Program, University Health Services, and the student dental plan until the end of the calendar month in which their degree requirements are completed

**Health Sciences Informatics Masters of Science Candidates** are covered by the Student Health Program, University Health Services, and the student dental plan until the end of the calendar month in which their degree requirements are completed.

### CAN I KEEP ANY OF MY BENEFITS WHEN I LEAVE THE SCHOOL OF MEDICINE?

#### **COBRA**

You are eligible to continue medical insurance and/or dental insurance for a maximum period of 18 months from the date your student benefits terminate. To enroll in continuation coverage you must go to the Office of the Registrar to complete the COBRA enrollment forms and pay the premium for the first month. If you cannot go to the Registrar's Office in person, you can contact the benefits desk in the Office of the Registrar and ask for the COBRA enrollment forms to be mailed to you. COBRA enrollment forms must be completed and returned to the Office of the Registrar no later than 60 days from the date your student benefits terminated. Extension of coverage is on a self-pay basis at COBRA rates. Continuation of the medical insurance plan does not include access to University Health Services.

#### **GRADUATES CONTINUING IN FELLOWSHIP OR HOUSE STAFF POSITIONS AT JOHNS HOPKINS SCHOOL OF MEDICINE**

Graduates accepted for fellowship or house staff positions at the School of Medicine will continue to be covered by the Student Health Program, University Health Services and the student dental plan.