

Check Out Procedures for Visiting Clinical Year Students

Please complete the form as appropriate.

Name, Forwarding Address, E-mail, Phone

PERMANENT E-mail _____

Cell Phone _____

Check-Out List

Please INITIAL that each item has been accomplished.

- _____ Pager Returned (to Communications)
- _____ Notify Computer Services of departure so that security access can be removed.
- _____ Library materials returned
- _____ Any VTH patient care, supplies, etc., charges have been paid.
- _____ Parking or other VT charges, fines, etc. have been paid
- _____ Return Radiation Dosimetry Badge to Radiology
- _____ All forms for clerkships and preceptorships are completed and on-file
- _____ Academic Affairs has cleared departure (initials from AA)

Date: _____

Signature _____

(Visiting Student)

Date: _____

Signature _____

(Academic Affairs)

Note: Final grades will be released to your home university on completion of this form.