

Contacts and Process for Exit Checklist

In order to receive your official transcript and/or medical diploma, you must complete the Exit process documenting that you have cleared all financial or personal obligations to Qatar Foundation and Weill Cornell Medicine-Qatar.

The Process:

The student must contact each department mentioned below and request an email message confirming the verification statement mentioned. Once received from all, the student must **send a single message** titled "Exit Form" to registrar@qatar-med.cornell.edu and attach all email messages received from each individual in that single message, i.e. 9 attachments (see below).

1 QF Housing verification statement: I verify that this student has cleared QF Housing issues.

Name: Student Housing

Email Address: studenthousing@qf.org.qa

Copy: Gina Ion and Shaia A. Ahmed gion@qf.org.qa; sabdeen@qf.org.qa

2 QF Finance Department verification statement: I verify that this student has cleared QF Finance Issues.

Name: Muhammad Moammar Munawar OR Nawaf M. Al-Hajri

Email Address: mmoammar@qf.org.qa; nawalhajri@qf.org.qa

3 QF Student Financial Services verification statement: *I verify that this student has resolved all QF Student Financial Services matters/issues.*

Name: Sahar Ismail

Email Address: sismail@qf.org.qa

4 ITS : I verify that this student has returned all resources belonging to IT or made repayments.

Name: Zainab Fatima

Email Address: zaf2001@qatar-med.cornell.edu

Special Instructions: *Ms. Zainab Fatima from ITS will schedule a time for students to return their devices and will then send the clearance email message to each student.*

5 Distributed eLibrary verification statement: I verify that this student has returned all resources belonging to DeLib or made repayments.

Name: Ross MacDonald OR Nurul Mansor

Email Address: rsm2003@qatar-med.cornell.edu OR nam4018@qatar-med.cornell.edu Or the general email: reflib@qatar-med.cornell.edu

6 Medical verification statement: I verify that this student has returned all resources belonging to OCS or made repayments.

Name: Sadiq Mohamed

Email Address: sam2083@qatar-med.cornell.edu

7 WCM-Q Finance: *I verify that this student has cleared WCMQ Finance Issues.*

Name: Deepa Sreedharan OR Rasha J. Abu-Huziema

Email Address: des2029@qatar-med.cornell.edu OR rja2003@qatar-med.cornell.edu

8 Human Resources verification statement: I verify that this student has cleared all obligations to Human Resources

Name: Ayyat Elhiday OR Hussein M Hajjaj

Email Address: aye4002@qatar-med.cornell.edu OR aam2003@qatar-med.cornell.edu

9 Student Affairs verification Statement*: I verify that this student has cleared all obligations to Student Affairs

Name: Katherine Marinas

Email Address: kad2029@qatar-med.cornell.edu

*This is the last step, once all the above verification statements are received, your exit form will be considered complete.