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.