

**Step One:** To be completed by the Student

<b>Name:</b>	<b>Term Graduating:</b>
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**Step Two:** Meet with the offices/individuals listed below (in-person or via phone if out of town). Each signature verifies that you have met all obligations and requirements in order to graduate. If in person, bring this form to each. If by phone, email this form with your name and term graduating above and information on back filled out to the administration representative with whom you have made an exit interview appointment. See list at bottom of this page.

<b>Administration Representative:</b> Exit interview completed. Sign and pass to Financial Aid Office.	Signature:	Date:
<b>Financial Aid Office:</b> Exit counseling completed in office and online; online portion must be completed by visiting <a href="http://www.StudentLoans.gov">www.StudentLoans.gov</a> prior to in-office meeting. Sign and pass to Finance Office.	Signature:	Date:
<b>Finance Office:</b> All financial obligations satisfied. Sign and pass to Library.	Signature:	Date:
<b>Library:</b> All obligations have been met. Sign and pass to registrar.	Signature:	Date:
<b>Human Resources:</b> Student worker/employee exit interview completed.	Signature:	Date:
<b>Graduate Survey Sent:</b> IE has sent electronic survey.	Signature:	Date:

**Graduate documents will not be released if there are any outstanding debts, even if you have submitted a completed graduation certification form.**

**Step Three:** Submit form to the Registrar's Office. This was passed forward from Step Two, you will receive emailed scan confirming this is complete.

<b>Registrar:</b> Confirmation that all requirements for graduation are met	Signature:	Date:
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Choices for Exit Interview	
Call clinic 512-693-4373 or 512-492-3083 to schedule exit interview	
Dr. John Finnell <a href="mailto:jfinnell@aoma.edu">jfinnell@aoma.edu</a>	Lesley Hamilton <a href="mailto:lhamilton@aoma.edu">lhamilton@aoma.edu</a>
Robert Laguna <a href="mailto:rlaguna@aoma.edu">rlaguna@aoma.edu</a>	Julia Aziz <a href="mailto:jaziz@aoma.edu">jaziz@aoma.edu</a>
Dr. Qianzhi Wu <a href="mailto:drwuacupuncture@gmail.com">drwuacupuncture@gmail.com</a>	Dr. William Morris <a href="mailto:wmorris@aoma.edu">wmorris@aoma.edu</a>
Dr. Jing Fan <a href="mailto:jfan@aoma.edu">jfan@aoma.edu</a>	Dr. Violet Song <a href="mailto:vsong@aoma.edu">vsong@aoma.edu</a>

### **AOMA Alumni Association Benefits**

The AAA operates as a liaison between the alumni, faculty, and administration. It functions according to its own by-laws, and is empowered by alumni to develop and coordinate events and services to advance the quality of student services and post-graduate education, and to promote the prestige of AOMA. All AOMA alumni are automatically members of the AAA.

Membership benefits include library access, program course audits, and practice support. All benefits are outlined in detail at <https://aoma.edu/students-alumni/alumni/aaa-alumni-association/>.

### **Alumni Directory Information Request**

AOMA maintains a searchable directory of business contact information for all of its alumni at <https://aoma.edu/students-alumni/alumni/directory/>. Please submit your contact information as you want it to read; the more information you submit the easier it will be for potential patients to contact you.

Name:		
Business name:		
Business phone:		
Business email:		
Business address:		
City:	State:	Zip:
Website:		