



Oregon School of Massage

Final Quarter Declaration

Name: _____ Primary Phone: _____

E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Final Quarter Term: _____ Year: _____

Please check the appropriate designation:	For advising purposes, please check all that apply:
<input type="checkbox"/> I am an OSM 555-hour Certificate candidate <input type="checkbox"/> I am an OSM 640-hour Certificate candidate <input type="checkbox"/> Eastern Focus <input type="checkbox"/> Western Focus <input type="checkbox"/> I am a 335-hr Massage Certificate for Health Professionals candidate <input type="checkbox"/> I am a limited enrollment student or a pre-licensing transfer from another state and will not receive an OSM certificate	<input type="checkbox"/> I plan to become licensed in the state of Oregon <input type="checkbox"/> I plan to become licensed elsewhere <input type="checkbox"/> State: _____

Upon graduation, the OSM Registrar will upload your transcript to the Federation of State Massage Therapy Board's Education Verification System. This is required for all Massage & Bodywork Licensing Exam (MBLEx) applicants. Please sign below to authorize release of your transcript to FSMTB. If you wish not to have your transcript released, please indicate so by printing "opt out" below.

Signature _____ Date _____

Please submit form to the Registrar when you register for your final quarter at OSM. Once the form is submitted, it triggers the following events:

1. The Registrar will check your student record and notify you if you're short required hours.
2. The Student Services Coordinator will put your picture on the graduation board and get you licensing information.
3. The Bookkeeper will do an audit of your account at the end of your final quarter to ensure that it is current and there are no outstanding fees.
 - If you know you have outstanding fees or overages in elective hours, please contact our Bookkeeper to make payment arrangements so you get your transcripts in a timely manner after graduation.
4. Once grades are in and Bookkeeping has cleared your account, our Registrar will upload your transcript to the FSMTB education verification system and will mail an OSM Certificate and transcripts to you. (one unofficial for your records and one official for the licensing board in a sealed envelope)