

STUDENT CLEARANCE FORM

INSTRUCTIONS TO STUDENT:

This form must be completed in full and returned to the Academic Programs office (Meinel 403) prior to your departure.

COMPLETE SECTION BELOW

Student Full Name (Last, First, Middle Initial)

Forwarding Address

City

State

Zip Code

New Phone Number

Forwarding E-Mail Address

Last Work Day at OSC

Technology Management Group

Email account and Webpage removed

Meinel 431 Initials

Academic Programs

All items return to Hopf Reading Room

Meinel 403 Initials

Academic Programs

Code V License Key returned (Graduating Students Only)

Meinel 403 Initials

Academic Programs

Teaching Labs equipment returned

Meinel 434 Initials

Accounting

Mailbox, Copier ID code, keys (Key Numbers: _____)

Arrangements made for final paycheck

Meinel 641 Initials

Academic Programs

Written resignation if voluntarily ending contract early (RAs & TAs Only)

Meinel 412 Initials

STATEMENT OF CLEARANCE

I have satisfied all financial obligations and returned all equipment, tools, laptop computers, documents, notebooks, electronic files, software code, cell phones, UA intellectual property or confidential information, or other tangible UA property.

Student Signature

Date

