

Department of Forest Ecosystems and Society

Graduate Student Check-Out Sheet

NAME: _____

DATE SUBMITTED: _____

Please complete this check-list and turn it in to the Graduate Program Coordinator before leaving campus for the last time. Note: the personal contact and career info that we request will not be published or used to add you to any mailing lists. These are for our files only.

- Schedule an exit interview with the Department Head.
- Archive all of your data and other materials off the computer drives.
- Sign a Close Forestry User Account form (helpdesk.forestry.oregonstate.edu/helpdesk-forms)
- Update MyOSU with a mailing and e-mail address you can be reached at. (*This is **incredibly important**, as this is how OSU will send you any W-2 forms for taxes.*) (myosu.oregonstate.edu)
- Clean out your office space. Be sure to check all the drawers and behind the desk as well. If you wish to leave behind any items for others to use, please notify the Grad Coordinator.
- Turn your keys in to the CoF Business Center.

Please provide a viable means of contacting you:

VALID E-MAIL ADDRESS: _____

VALID MAILING ADDRESS: _____

If you will be transitioning into a new job, please provide the following:

COMPANY NAME: _____

POSITION TITLE: _____

COMPANY PHONE: _____

COMPANY E-MAIL: _____

CONGRATULATIONS! Best wishes as you move onward and upward!