

ACADEMIC PROGRAMS OFFICE CHECK-OUT FORM

Individuals leaving the Institution are responsible for completing this form and returning Institution property. Those holding security clearance must also check out with the Security Officer.

FIRST NAME (Given):		LAST NAME (Surname):	
POSITION TITLE: Joint Program Student		MIT ID NUMBER:	WHOI ID NUMBER:
WHOI DEPT:		RESEARCH ADVISOR:	
FORWARDING MAILING ADDRESS(Please enter forwarding contact info into Workday before checkout date)			
STREET:			
TOWN/CITY:			
STATE:	ZIP CODE:	COUNTRY:	
CELL PHONE:		FORWARDING EMAIL:	
NAME OF EMPLOYER:			
EMPLOYER ADDRESS:			
NEXT POSITION:		NEXT WORK PHONE:	

DATE OF FINAL THESIS SUBMISSION: Click or tap to enter a date.

REASON FOR LEAVING
(CHOOSE ONE)

- ☐ GRADUATION
☐ LEAVE OF ABSENCE
☐ OTHER, EXPLAIN

- ☐ RESIGNATION
☐ END OF APPOINTMENT

I verify that the above information is correct.

SIGNATURE:

DATE: Click or tap to enter a date.

These questions help us to update our website and student database:

Do you consider your thesis research to be climate-related? ☐No ☐Yes

Do you consider your thesis research to be interdisciplinary? ☐No ☐Yes

Have you completed any MIT Certificates?

☐No ☐ (STP) Science Technology and Policy ☐ TLL Teaching Certificate ☐ Other _____

If so, please forward any related documentation to the GASAO.

Did you complete an internship while in the JP? ☐No ☐Yes

If you answered "Yes" please provide details (i.e., company) and dates:

Did you use any published papers as thesis chapters? ☐No ☐Yes

If yes, please forward any associated permissions (or a statement that no permissions were needed) to the GASAO.

Please let us know whether you are still in possession of any WHOI property, including:

WHOI Credit Card:	<input type="checkbox"/> N/A	<input type="checkbox"/> Retained	<input type="checkbox"/> Returned	<input type="checkbox"/> Destroyed
Institution Keys:	<input type="checkbox"/> N/A	<input type="checkbox"/> Retained	<input type="checkbox"/> Returned	
Housing Keys:	<input type="checkbox"/> N/A	<input type="checkbox"/> Retained	<input type="checkbox"/> Returned	
Security Clearance:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Checked out w/Security	
APO iPad:	<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Outstanding Books:	<input type="checkbox"/> No	<input type="checkbox"/> Yes		

To be completed by the Academic Programs Office?

PROCESSED BY:

DATE: Click or tap to enter a date.

cc: Department Administrator, Library, Acct. Payable, Postdoc Coordinator (if applicable), APO (budget manager, registrar), MIT JP Administrator

☐Grade ☐Alumni Email List ☐Alumni Database