

GRAD EXIT CHECKLIST

(<http://eecs.oregonstate.edu/graduate/forms/>)

Before leaving campus, fill out this checklist and return it to Ferne in KEC 1148

Date of your final oral exam _____

Name _____
First Last

Check out date _____

Forwarding Address

Street: _____

City/State/Zip/Country: _____

Phone:: _____

Email: (not an OSU email address) _____

Employer (If Known)

Company: _____

Position: _____

Street: _____

City/State/Zip/Country:: _____

Phone:: _____

Email: _____

- Submitted paper copy of thesis to OSU http://oregonstate.edu/dept/grad_school/current/thesis.html
- Submitted electronic copy of thesis to OSU http://oregonstate.edu/dept/grad_school/current/etd_guide.html
- Submitted electronic copy of non-thesis paper to OSU <http://ir.library.oregonstate.edu/dspace/handle/1957/8163>
- Updated my mailing address on the OSU website
- Returned all OSU keys to Key Shop for deposit refund. (Key cards are non-refundable)
- Returned my KEC office cubicle key to KEC 1148. My Office #: _____ My Desk # _____
- Cleaned out my office space
- Cleaned out my KEC mailbox
- Returned books or video tapes checked out from EECS or OSU Library
- Transferred my computer files (contact support@engr.orst.edu if have questions about how long you will have continued access to your EECS and ENGR computer accounts)
- Sign up for the OSU lifetime email forwarding account? <http://tss.oregonstate.edu/consulting/resources/?page=lifetime>
- Looking for work? Subscribe to eeecs-jobs list using your lifetime email account.
<http://eecs.oregonstate.edu/graduate/jobs.html>

School of Electrical Engineering and Computer Science

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