

<b>GRADUATE STUDENT SEPARATION CHECKLIST</b>
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<b>Name:</b>	<b>UNM ID:</b>
<b>Forwarding Mailing Address:</b>	
<b>Personal Email Address:</b>	
<b>Reason for Separation:</b> <b>Internship</b> <b>Graduation</b> <b>Other:</b>	

<b>GRADUATE STUDENT ITEMS</b>
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	<b>Date:</b>	<b>Department Designee Name</b>	<b>Signature verifying item completed</b>
<b>Office Space:</b> Clean and clear personal belongings from office/lab space in Logan Hall. Office:		Trish Aragon-Mascarenas or Faculty mentor if office is in their lab  Name:	
<b>Keys:</b> 1. Obtain a copy of your department key card from main office staff to verify which keys you have on department record. 2. Return your keys to the Lock shop. Obtain the green key card stub for each key you returned (pre-pandemic). Lockshop staff should sign right column.		Attach Department Key card and the green stubs from the lockshop to this checklist and submit to Fiscal Staff for refund.	
<b>Key Refunds:</b> Fiscal Staff verify amount refunded: \$ _____		Name: _____	
<b>EQUIPMENT:</b> Return all University equipment issued to you. Obtain copy of your equipment checkout forms from the main office staff (if applicable). Your supervisor or department inventory control office will verify equipment issued and sign equipment checkout form and the right column of this form. Attach your checkout form to this checklist and return it to the Department Administrator		Supervisor/Faculty-Mentor/Dept Designee  Name: _____	

<b>DEPARTMENT ITEMS</b>
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<b>PROX CARD DEACTIVATION</b>		Gilbert Borunda	
<b>DEPT LISTSERV(S) REMOVAL</b>		Name: _____	

Return signed Forms to Psychology Department Main Office