

**Graduate Students**

**\*Return this form to the CBC HR Office, Newman-Wolfrom 1102 on or before your last working day.**

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**Department of Chemistry & Biochemistry Exit Form**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Last Day of Employment (this is the last day on your contract) \_\_\_\_\_

\_\_\_\_ Are you Graduating? Yes or No

\_\_\_\_ If you are graduating what are your plans? I.e. leaving the University, wanting to work in the department after graduation. Please explain \_\_\_\_\_

\_\_\_\_ **Return keys:** See Kevin Dill/ Jerry Park in Materials Management in CBEC Room 165 to return all keys.\_\_\_\_ **Visit IT:** See Computer Support (NW 2105) to verify that account has been disabled and return any OSU property/assets. Initials Required.\_\_\_\_ **Safety Checkout:** Obtain clearance with the department's Chemistry Safety office. Contact John Herrington at 679-1820 or Don Tong at 679-1438 for an appointment. Initials required.\_\_\_\_ **Check out with Graduate Studies:** All graduate students must see the Graduate Studies office (1110 NW) prior to departure.\_\_\_\_ **Visa holders:** Remember to check out at OIA (Office of International Affairs 1712 Neil Ave.)-*J-1 visa holders*: Be sure to fill out the J1 departure form and turn a copy in to the Service Center (100 Journalism Building).

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\_\_\_\_ **OPERS/STRS Refund/Rollover:** Review your OPERS/STRS options. Contact STRS at 614-227-4090 or OPERS at 1-800-222-7377 or visit [www.strsoh.org](http://www.strsoh.org) or [www.opers.org](http://www.opers.org) for more information.

\_\_\_\_ **Update address and contact info:** If necessary, please update your forwarding address and/or contact information at [eprofile.osu.edu](http://eprofile.osu.edu)>Personal Information Summary link to ensure delivery of your final pay check(s) and W-2.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**AFTER COMPLETION, PLEASE RETURN THIS FORM TO THE HR OFFICE (1102 NW).**