

EAPS Exit Checklist

Please provide the information below.

Student Name:

Office Number:

I will be remaining in the department and in my office:

— Yes — No

If leaving your office, please complete the following checklist:

- Remove all personal papers and items from the desk, file cabinets, and shelves.
- Office supplies in useable condition may be left for the next occupant.
- Research Samples:
 - I have no samples currently stored on the MIT campus.
 - My samples are currently stored in:
 - I will arrange to have samples shipped to:

By this date*:

- My samples can be discarded.
- Return key to Advisor's Administrative Assistant

Signature of Administrative Assistant: _____

Submit this form to the Education Office along with proof of payment for your thesis fee to receive reimbursement.

**NOTE: that any samples left for shipping will be discarded if still here after the proposed shipping date.*