

## Grad Student Clearance Form

Name \_\_\_\_\_

UIN \_\_\_\_\_

### Thesis/Dissertation Format Approval (student)

- Dr. Hong Chen       Dr. Yong-Su Jin       Dr. Scott Morris  
 Dr. Graciela Padua       Dr. Matthew Stasiewicz

### Keys Returned (FSHN main office front desk)

### Seminar (FSHN grad student support office)

- Ph.D. student  
 n/a (M.S. student)

### Supplemental Grade Report Form (FSHN grad student support office)

### Forwarding Address (student)

### Personal Email Address (student)

### Cell Phone Number (student)

### Employer Name and Address; please also include position title, if known (student)

### Encumbrance (FSHN grad student support office)

- The student is not encumbered by the University of Illinois.  
 The student is encumbered and arrangements have been made to clear all encumbrances.  
A copy of the plan is attached.

### HR Exit Procedure (FSHN Staff Clerk)

### Contact Staff Clerk ([sannaoui@illinois.edu](mailto:sannaoui@illinois.edu)) at least 1 week prior to leaving campus to set up an appointment for this step.

- Required exit forms (provided by Staff Clerk) completed and signed  
 I-card handed in to Staff Clerk

**Laboratory Cleaning** (advisor) Laboratory work areas have been cleaned and are ready for use by another student.

**Chemical Disposal** (advisor) All inorganic and organic chemicals, and all radioactive materials, have been properly disposed of or returned to storage.

**Office Cleaning** (advisor) Assigned office has been cleaned, books and papers removed, and equipment manuals returned. Laboratory notebooks have been returned to the advisor.

**Publications** (advisor) All publication obligations have been met or arrangements made.

---

(advisor's signature)

**Optional Exit Interview**

If you would like to schedule an exit interview with our Director of Student Services, Mrs. Terri Cummings, please email her directly ([tcumming@illinois.edu](mailto:tcumming@illinois.edu)) to set an appointment.