

Scan to APO

Date: _____

WOODS HOLE OCEANOGRAPHIC INSTITUTION

**GUEST STUDENT
CHECK-OUT SHEET**

Individuals leaving the Institution are responsible for completing this form and returning Institution property. **Students holding security clearance must also check out with the Security Officer.**

NAME: _____ WHOI ID NUMBER: _____
First (given) *Last (surname)*

POSITION TITLE: _____ DEPARTMENT: _____ SUPERVISOR: _____

FORWARDING HOME ADDRESS: _____

FORWARDING HOME PHONE: _____ FORWARDING EMAIL: _____

NEXT WORK ADDRESS: _____

NEXT POSITION: _____

DATE LEAVING: _____

REASON FOR LEAVING (CHOOSE ONE)	Leave of absence Graduation Other, Explain: _____	Resignation End of appointment
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If you received payment from WHOI (stipend, travel, housing expense), did you access final pay stub Yes N/A

I verify that the above information is correct.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY DEPARTMENT/CENTER

COI Form completed	Yes			
Voice mailbox password	Same as ext.	Different password: _____		N/A
WHOI ID/Library card:	Retained	Outstanding books?	Yes No	N/A
Institution keys:	Returned - given to _____			N/A
Housing keys:	Lost	Given to/left where _____		N/A
Security clearance:	No	Yes - checked out w/Security		N/A

PROCESSED BY: _____ DATE: _____

cc: Security Office, Library

For APO Use

IRF Date: _____

OneCard Date: _____