

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: Guest Student DEPARTMENT: _____ SUPERVISOR: _____

FORWARDING HOME ADDRESS: _____

FORWARDING HOME PHONE: _____ FORWARDING EMAIL: _____

NEXT WORK ADDRESS: _____

NEXT POSITION: _____

DATE LEAVING: _____

REASON FOR LEAVING
(CHOOSE ONE)

End of appointment
Resignation
Other, Explain: _____

I verify that the above information is correct.

SIGNATURE: _____ DATE: _____

TO BE COMPLETED BY DEPARTMENT/CENTER

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

PROCESSED BY: _____ DATE: _____

cc: Security Office, Library

For APO Use

IRF Date: _____

OneCard Date: _____