

IMS Clearance Form

Name: _____

Date _____

Social Security # _____
(needed for key refund-if applicable)

Employee I.D. # _____
(needed for key refund-if applicable)

Advisor: _____

Current e-mail address _____@uconn.edu

Office #: _____ Desk Location: _____

****Your IMS e-mail account will be kept active for 30 days.**

****Give your copy card to your advisor.**

****Your desk must be completely cleaned out.**

****First Class Mail will be forwarded for 2 months. Notify Payroll (renee.ferriere@uconn.edu) of your new address for your tax forms to be sent to the correct address in January.**

_____ Forwarding address for any 1st class mail:

_____ Personal e-mail address: _____

I have properly labeled & stored all chemicals & samples that I have used in my research.

Signature: _____ Date: _____

Signoff is needed by your advisor for the following:

The student has left his/her work place clean & safe. All equipment, books, notebooks have been returned and accounted for.

Signature of Advisor: _____ Date: _____

Signoffs are needed from Maria Mejias, Kim Post for the following:

_____ Grad Students - Submitted 4 unbound copies of thesis to Maria Mejias for binding & distribution. (Distribution: student-2/advisor/IMS). No cost to the student. IMS #100

_____ Return of IMS' copies of borrowed thesis to Maria Mejias. IMS #100

_____ Return of IMS FOB / Building Entry Card / Door Keys to Kim Post, IMS #107

_____ Returned keys to Kim Post for refund – if applicable : IMS #107
(refund to be processed through the University Accounting System (KFS) and mailed to you at the address on file with the University).

Cc: IMS Personnel File
Department Administrative Assistant
Maria Mejias
Rick George

January 8th, 2016