

## Graduate Student Check-out Procedures

1. Return any keys that were issued to you.
2. To avoid further billing for campus parking, please return your parking permit to the Security Office.
3. Submit a "change of address" form with the Post Office (<https://moversguide.usps.com>). Be sure to pick up all remaining mail before you leave.
4. Contact the main circulation desk of the Library to make sure that all items have been returned before you leave campus.
5. Caltech students are expected to participate in an exit interview process with the Bursar's staff before leaving campus. This process is designed to inform students of their rights and responsibilities, furnish loan and other fiscal data, notify students of federal regulations where applicable, update information and address questions students may have regarding their personal accounts. Further information can be found at [http://bursar.caltech.edu/checkout\\_grad.htm](http://bursar.caltech.edu/checkout_grad.htm).
6. Your IMSS account and Caltech email will be disabled within 30 days. Please arrange to forward all inbound email to an account on a service provider outside of Caltech, e.g., a Google (gmail) account. Effective immediately, please use your new e-mail address for all future correspondence. We continue forwarding email delivered to your Caltech address until one year after the account is disabled but you will no longer be able to send or access this account after thirty days. Please remove all data and emails from your Caltech account within the next thirty days.
7. Provide a forwarding address (including your new e-mail address) to the Registrar, International Student Programs (if applicable) and the Graduate Studies Office.
8. If you have an account at the Caltech Credit Union or other bank, please be sure to provide them with a forwarding address.
9. Athenaeum members must fill out the Athenaeum termination form to either terminate the account or make alternate arrangements with the Athenaeum to continue membership as an alumnus or other classification. You can return the form directly to the Athenaeum.