

Princeton University
Department of Electrical Engineering

Date: _____

Graduate Student Exit Information Form

Before leaving the University, please take a moment to fill out the information requested below, and return this form to the Graduate Program Coordinator (B-209), 258-6728. This information is necessary in order to keep the department records current, to contact you, and forward mail and other important information. Please complete the [online change of address form to have your mail forwarded \(https://moversguide.usps.com\)](https://moversguide.usps.com). Until it is effective, please also complete the following:

Name: _____

Forwarding Home Address:

Home/Cell Phone: _____

Personal Email: _____

Name of Company: _____ Start Date: _____

Your Title: _____

Address: _____

Telephone: _____

Work Email: _____

Please Note: If you do not know what your new address, please coordinate with your program assistant to handle your mail until you can notify us of your new address.

	Yes	No
Do you have any objections to the department adding your name to the Alumni Thesis webpage with a link to UMI Dissertation Publishing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you returned your keys (office and lab)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you cleaned out your lab space?	<input type="checkbox"/>	<input type="checkbox"/>
Have you cleaned out your office space?	<input type="checkbox"/>	<input type="checkbox"/>

OIT/Email Account Information

OIT will email you a notification before your account is terminated. If you'd like your account to continue, please forward the email to the Graduate Coordinator. She will then contact your advisor for an account to charge and EENet to continue your account service. Information about terminated accounts can be found here:

<http://helpdesk.princeton.edu/kb/display.plx?id=5855#grad>

Have you reduced the files on your H-drive to 5GB of space?	<input type="checkbox"/>	<input type="checkbox"/>
Have you reduced your email account to 1GB of space?	<input type="checkbox"/>	<input type="checkbox"/>

For file migration, use Digital Suitcase: https://suitcase.princeton.edu/suitcase/dss_intro.php