

Princeton University  
Department of Electrical Engineering

**Exit Information Form**

Before leaving the University, please take a moment to fill out the information requested below, and return this form to the Department Coordinator (B-210), 258-6636. This information is necessary in order to keep department records current, to contact you, or forward mail and other important information. Please complete online the change of address form to have your mail forwarded (<https://moversguide.usps.com/>). Until it is effective, please also complete the following:

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_ End-Date: \_\_\_\_\_

Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Please note:** If you do not know what your new address will be, coordinate with your program Assistant to go through your mail until you can notify us of your new address and telephone numbers.

If applicable, do you have any objections to the department adding your name to the Alumni Thesis webpage with a link to UMI Dissertation Publishing? Yes  No

Have you returned your keys? Yes  No

Have you returned your proxy card? Yes  No

Have you cleaned out your lab space? Yes  No

Have you cleaned out your office space? Yes  No

If applicable, do you have vacation hours accrued that you have not taken?: Yes  No

If so, note how many hours (7.25 hrs. per day – please attach Attendance Sheet): \_\_\_\_\_

Your OIT computer accounts automatically terminate four weeks after your appointment ends. For information on adding an email bounce back message for that four-week period of time, please go to <https://www.ee.princeton.edu/local/> and <http://web.princeton.edu/sites/email/>.

If you would like your name added or dropped from the EE Seminar list, please check the appropriate box.

Add:  E-mail: \_\_\_\_\_ Drop:  E-mail: \_\_\_\_\_

Has the host faculty been notified and confirmed terms of OIT accounts? Yes  No

Signature of Advisor or Principal Investigator: \_\_\_\_\_  
(if applicable – to confirm closure of accounts)

Do you know who will be your next employer? If so, please complete the section below.  
If not, please let us know when you do.

Name of company: \_\_\_\_\_

Your title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please let the main office (B210) know when you receive termination notification  
from OIT regarding your e-mail account.**

*This section for administration only.*

Dept Coordinator to notify distribution list owners: Yes  No

Date modified: \_\_\_\_\_ Date Account to be closed: \_\_\_\_\_

Contacted RitaSepowitz Saltz: Yes  No

Closed PU Software Accounts: Peoplesoft  COEUS  HRMS  Labor Accounting

Data Mall  Financials  Listserve  E-Commerce

Blackboard  GradAdm  GradRec  StuView  OnTime

*Thank you*