

Departure Arrangement Form

Please return this form to your Division Office

Before departing from campus, please complete the following steps:

- Work with your Division Office or Option Secretary to:
 - Turn in all Institute and departmental keys and other Caltech equipment.
 - Turn in Caltech ID card and parking permit.
- Contact the Benefits Office at Ext. 6443. Your benefits and insurance are discontinued at the end of the month of your termination date. You have the option of continuing medical and dental for up to 18 months by paying the full monthly cost. For details, including costs, or to continue coverage, contact the Benefits Office.
- Call the Bursar's Office at Ext. 6753 to settle any outstanding balance on your employee account.
- Call the Athenaeum at Ext. 8200 to address any outstanding balance.
- Call the Caltech Credit Union at Ext. 6300 to notify them of your departure and address any outstanding issues.
- Return all books to the Library Systems, Ext. 6401.
- Contact International Scholar Services at Ext. 2188 if you have any questions about your non-immigrant status.
- Update your mailing address on access.caltech to ensure that your tax documents are sent to the correct address next year.

Name: UID:

Caltech Rank/Title/Division:

Date of Termination/Resignation (last day of work):

Final Paycheck: ☐ Direct Deposit if possible ☐ Manual check ☐ N/A

(Direct deposit may be possible only if we receive the form with enough notice, check with your Division contact)

If manual check, date you wish to pick it up:

Name of person to notify when the check is ready:

Forwarding Address and Email (not Caltech):

If you held a research position at Caltech (e.g., Postdoctoral Scholar, Research Assistant Professor, or Visitor), what type of position are you going to?

☐ Postdoc ☐ Tenure-Track Position ☐ Industry/Business Position ☐ Other:

New employer (optional):

Are you requesting a certificate of completion? ☐ Yes ☐ No

Signature Date

For Division Use: ☐ Email to HR (dfa@caltech.edu) ☐ Email to ISS (iss@caltech.edu)
☐ Letter of Resignation (if applicable) ☐ Returning Lecturer/Visiting Associate/Visitor (cit inactive)

Anticipated Return Date:

For HR Use: ☐ Participated in Postdoc Loan program
☐ Has outstanding balance of: \$.....