

## Graduate Student Check-out Procedures

All students who are graduating, going on medical or personal leave, withdrawing or otherwise separating from Caltech, please complete the following before the final day of enrollment.

1. Return any keys to your building administrator or option manager that were issued to you.
2. To avoid further billing for campus parking, return your parking permit to the Security Office.
3. Submit a "change of address" 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 borrowed items have been returned before you leave campus. Students are responsible for the cost of replacement for any missing items.
5. Caltech students are expected to participate in the exit counseling 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 contact information and address any questions students may have regarding their personal accounts. Student accounts must be paid in full before a diploma can be issued. Further information can be found at <http://bursar.caltech.edu/exits>.
6. To request email forwarding or to apply for an Alumni email account, please refer to: <http://www.imss.caltech.edu/services/accounts-passwords-access/account-termination/graduating-students>.
7. Provide a forwarding address on [access.caltech](http://access.caltech).
8. If you have an account at the Caltech Credit Union, please be sure to provide them with a forwarding address.
9. If you are a member of The Athenaeum, and have no plans to retain membership, please submit an [Athenaeum Resignation](#) notification to avoid additional dues.