

# Biomedical Sciences Graduate Programs Student Departure Form

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

UVA ID# (badge, 9 digits): \_\_\_\_\_

Has a forwarding address been entered in SIS and the Integrated System (self-service)? Yes \_\_\_ No \_\_\_  
If wages have been received in this fiscal year, it is recommended that you also sign up for an electronic W2 form in self-service.

UVA Computing ID: \_\_\_\_\_ Email: (preferred) \_\_\_\_\_

For international students, I-20 Exp. Date: \_\_\_\_\_

*The student's last day of work will be:* \_\_\_\_\_ M/D/YR      *Support Type:* Stipend \_\_\_ Wage \_\_\_

Mentor's Signature: \_\_\_\_\_

Mentor's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

I understand:

- I am entitled to receive pay through my last work day. For international students, this can never be later than the I-20 expiration date.
- It is my responsibility to keep my BIMS Administrator informed about when I am leaving the lab.
- PhD students: It is my responsibility to return my ID badge to the ID Services Office on my last work day. MSTP students: should not return their ID badge. Once the PhD degree is conferred, please contact Katherine Yates, School of Medicine Registrar, to get an updated badge.
- It is my responsibility to return my keys to the "key holder" in my department.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:

**Please deliver this completed form to your BIMS Administrator at least 7 business days prior to your last day of work.**

Received by BIMS Administrator: \_\_\_\_\_ Date: \_\_\_\_\_