The Graduate School

Graduate Assistant/Fellow Separation Clearance Form

Graduate Assistants and/or Graduate Fellows permanently leaving the employ of the University of Louisiana at Lafayette must complete and return this form to the Graduate School prior to leaving. The Graduate School should give the form to the GA/Fellow at least two weeks prior to the scheduled departure of the student.

To complete the form, GAs/Fellows are to return their keys and have the proper person in that area verify/sign that all necessary transactions with them have been completed. Transcripts may be held if this procedure is not followed.

Name: ____ ULID: ________________

Department: ______________________________ Position/Title: ______________________

Forwarding Address:

Street/PO Box: ____

City: ____________________________________ State: ___________ Zip: ____________

Date of Separation: ________ / ______ / ________
(month) (day) (year)

>>

All Department signatures are mandatory:

Physical Facilities Department: All university keys returned. Yes

Signature_________________________________ Date: ________________

I certify that I have no unpaid university bills and that I have returned all university property.

____ _________________________

Signature of GA/Fellow Date

[After signing above, immediately submit the form to the Graduate School, Martin Hall RM332.]

The Graduate School
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