

**MPS STUDENT CLEARANCE FORM**

PLEASE FILL OUT BOTH PAGES OF THIS FORM, AND RETURN IT TO THE MPS OFFICE.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last Name First Name M.I.

STUDENT #: \_\_\_\_\_ DIVISION: \_\_\_\_\_ TTRACK: \_\_\_\_\_

CHAIR: \_\_\_\_\_ EXPECTED DATE OF DEPARTURE: \_\_\_\_\_

*In order to be cleared for graduation, you must have a representative from each office noted below sign and date this form, and please enter your forwarding and employment information.*

**LIBRARIES:** All books and documents borrowed have been returned, or satisfactory arrangements have been agreed upon.

**RSMAS LIBRARY**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**RICHTER LIBRARY (RSMAS LIBRARY CAN SIGN FOR RICHTER)**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIGITAL PRINT FACILITY (PRINT SHOP):** There are no outstanding balances.

(Doug Tyrrell – S Grosvenor, First Floor)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**FACILITIES:** ID card has been returned.

(N Grosvenor 103)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**REMOVE LOCK FROM LOCKER:** Lock returned to the MPS office.

(MPS Office, S/A 132)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**EQUIPMENT:** All equipment has been returned.

(MPS Office, S/A 132)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**FORWARDING INFORMATION**

**NAME:** \_\_\_\_\_  
*Last Name* *First Name* *M.I.*

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
*City* *State* *Zip Code*

**HOME OR CELL PHONE:** \_\_\_\_\_

**PERSONAL E-MAIL:** \_\_\_\_\_

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**EMPLOYER:** \_\_\_\_\_

**EMPLOYER ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
*City* *State* *Zip Code*

**COUNTRY:** \_\_\_\_\_

**EMPLOYER E-MAIL:** \_\_\_\_\_

**COMPANY/ORGANIZATION WEBSITE:** \_\_\_\_\_

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**DATE OF GRADUATION:** \_\_\_\_\_

**DEGREE:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

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*(If applicable)*

**SPOUSE NAME:** \_\_\_\_\_