



Checkout for Students Departing the University

Students who are graduating with their final master's degree or are changing status should complete this form at least one week before the effective date of termination of enrollment and submit it to the Graduate School's Office of Academic Affairs via **TigerHub**. Students who have completed their Ph.D. should submit this form in person with their final paperwork to the Graduate School's Office of Academic Affairs in Clio Hall.

Name (Last, First, M.I.) Department PUID Number

Students currently residing in University housing must visit the Housing Office, and all students should visit Firestone Library. Other offices listed below should be visited only if relevant.

1. **Housing:** Housing contract termination dates are determined based on the type of status change a student undergoes, please review the [Student Benefit Changes pdf](#). **Follow these steps in order:** 1) review the "Student Benefits Changes pdf". 2) Submit an "intent to vacate" form through the [My Housing for Graduates](#) online portal using your enrollment termination date. 3) Bring this Checkout Departure form to the Housing Office at 5 New South. Housing will confirm that you have submitted the "intent to vacate" form, will sign-off on this form and will write in your housing termination date. Dining Services contracts may also be terminated in the Housing office. Questions about the policy should be directed to the Graduate School, Student Life.

- a. Rental Housing (Lakeside and Lawrence)

Housing Office Rep. _____	Termination Date _____
SIGNATURE	Date _____
- b. Graduate College Dormitory & Annexes

Housing Office Rep. _____	Termination Date _____
SIGNATURE	Date _____
- c. Graduate College Dining Contract

Housing Office Rep. _____	Termination Date _____
SIGNATURE	Date _____

2. **Library:** When all current academic work is completed, students should go to the Circulation Desk at Firestone Library to return all library materials, pay outstanding fines, and have their TigerCard invalidated. Graduate students who are unenrolled but continuing Ph.D. degree candidates (i.e., in ET/DCC status), who have completed the four of five years of their regular program, and who plan to live in Princeton or the immediate vicinity, may retain full access and borrowing privileges for up to one year after entering ET/DCC status.

- I am entering ET/DCC status and will still require full access and borrowing privileges for a maximum of one year. I understand that I am obligated to return all materials and pay any outstanding fines once the one year extension concludes, and that I will have to fill the form out again before graduation.
- I am leaving the university and will not require or am not eligible for borrowing privileges as a student beyond my end date.

Library Rep. _____ Date: _____
SIGNATURE

3. **Loans and Receivables:** All financial obligations are due and payable according to the terms set forth in any contractual agreements students may have regarding housing, student loans, or other financial agreements with Princeton. A final billing statement will be issued for Student Account charges and is due upon receipt. Students can access TigerPay at any time to view and pay Student Account charges.

4. **Borrowed Property:** Students are reminded that they have an obligation to return borrowed departmental and faculty property (including research materials and equipment, software, hardware, books, etc.) prior to departure from Princeton. Students who are renting furniture are also required to return those items.

5. **International Students (F-1 or J-1 status only):** Students who are approved for DCE status will be eligible to apply for an extension of their I-20 (F-1 students) or DS-2019 (J-1 students) for the duration of their DCE status. To apply for an extension, a student's DCE status must be approved by the Graduate School, and the student must accept his/her reenrollment in TigerHub. Students should then consult Davis International Center's website at www.princeton.edu/intlctr/davis-ic-home for instructions on how to apply for the I-20/DS-2019 extension.

Students choosing to go to ET/DCC status will no longer be eligible for student benefits through the Davis International Center after September 1 (for the academic year) or February 1 (for the spring term). Students in ET/DCC status who plan to remain and work in the U.S. must plan well in advance to apply for and obtain permission to work under Optional Practical Training (F-1 students) or Academic Training (J-1 students). Please consult with the Davis International Center for more information on applying for OPT or AT.

If you will be receiving on-campus support as a part-time lecturer, you must complete a new I-9 Employment Eligibility Verification form in the Office of Human Resources (HR) within 3 days of beginning the position. Please make sure your ET/DCC status has been approved first and that you have been approved for OPT or AT. You should take identification documents such as your I-20, DS-2019, employment authorizations, I-94 number, passport, etc. to HR.

Any questions regarding immigration status may be directed to the Davis International Center. To find out who your international student adviser is and to schedule an appointment, please visit www.princeton.edu/intlctr/davis-ic-home/office-hours-appointments.