California Institute of Technology
Departing Faculty Arrangement Form

Please return this form to your Division Office.

Before departing from campus, please complete the following steps:

- ☐ Work with your Division Office or Option Secretary to:
  - ☐ Turn in all Institute and departmental keys and other Caltech equipment.
  - ☐ Turn in Caltech ID card and parking permit.
- ☐ Contact the Benefits Office at Ext. 6443. Your benefits and insurance are discontinued at the end of the month of your termination date. You have the option of continuing medical and dental for up to 18 months by paying the full monthly cost. For details, including costs, or to continue coverage, contact the Benefits Office at Ext. 6443.
- ☐ Call Benefit Billing at Ext. 3232 to settle any outstanding balance on your benefits account.
- ☐ Call the Bursar's Office at Ext. 6753 to settle any outstanding balance on your employee account.
- ☐ Call the Athenaeum at Ext. 8200 to address any outstanding balance.
- ☐ Call the Caltech Credit Union at Ext. 6300 to notify them of your departure and address any outstanding issues.
- ☐ Return all books to the Library Systems, Ext. 6401.
- ☐ Contact International Scholar Services at Ext 2188 if you have any questions about your nonimmigrant status.
- ☐ Update your mailing address on access.caltech to ensure that your tax documents are sent to the correct address next year.

Name: _____

UID: _____

Caltech Rank/Title/Division: _____

Date of Termination/Resignation: _____

Date You Wish to Pick Up Your Final Check: _____

Name of Person to Notify When Final Check is Ready: _____ Extension: _____

Forwarding Address and Email:

_____

_____

_____

If you held a research position at Caltech (e.g., Postdoctoral Scholar, Research Assistant Professor or Visitor), what type of position are you going to?

☐ Postdoc Position ☐ Tenure-Track Position ☐ Industry/Business Position ☐ Other: _____

Are you requesting a Certificate of Completion? ❏ Yes ❏ No

The Institute will provide a certificate showing the start and end dates of a postdoc's research experience provided that the postdoc performed a minimum of six months service and completed the period in good standing, and the faculty sponsor concurs with and signsthe certificate.

_____

Signature   *Date*

For Division Use:
- ❏ E-mail to HR (dfa@caltech.edu)
- ❏ E-mail to ISS (iss@caltech.edu)

- ❏ Letter of Resignation (if applicable)
- ❏ Returning Lecturer/Visiting Associate (cit inactive)

Anticipated Return date:_____