

Official Termination Date: _____

CND TERMINATION CHECK LIST

Forwarding Home Address:

Forwarding Business Address:

E-mail Address: _____

Do you need to keep your current e-mail active for 30 days? _____
Yes No

Is there any important mail you are waiting for that we can forward to you?

If you are leaving the country, date of departure.

Are you currently on a visa _____
Yes No

What visa status? _____

Do you have a visa from your new institution? _____
Yes No

Turned In:

Access Card: _____

Key(s): _____

ID: _____

Voicemail Password: _____

Locker # _____ and has it been emptied? _____

Administrative Use Only – Please do not write below this line

Deactivate e-mail account _____

Remove name from phone list _____

Clear password on phone _____

Remove name from mailbox _____

Confirm employee has emptied locker _____

Complete termination form _____

Enter termination date and forwarding info in the database _____