

**UNIVERSITY OF PITTSBURGH**  
**DEPARTMENT OF GEOLOGY AND ENVIRONMENTAL SCIENCE**

TO: Geology and Environmental Science Department

FROM: \_\_\_\_\_  
(Print Student's Name)

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

RE: Exit checklist for Students Completing Requirements for an Advanced Degree

1. All Keys have been returned to departmental office.

Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_  
\_\_\_\_\_  
Graduate Administrator signature

2. All books checked out of the University Libraries by student have been returned

Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

3. An electronic or paper copy of the dissertation or thesis has been submitted in accordance with departmental regulations

Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

4. Your office area and desk has been cleaned out of all personal items and the only items left belong to the Department/University

Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

5. Forwarding information (fill in all that apply)

Home address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_

6. Do you have a position with a two-year institution?

Yes No (if no skip to question 9)

7. If yes, what is the name of the institution?

name: \_\_\_\_\_

8. If yes, is it a renewable position?

Yes

No

9. Do you have a position with a four-year institution?

Yes

No (if no skip to question 13)

10. If yes, does the institution grant PhDs in your field? \_\_\_\_\_

11. If yes, what is the name of the institution and department or center?

name: \_\_\_\_\_

12. If yes, what type of position is it?

tenure track \_\_\_\_\_

post-doc \_\_\_\_\_ is it a multiple year post-doc? Yes No

If yes, who is your postdoc supervisor?

\_\_\_\_\_ visiting instructor \_\_\_\_\_ is it renewable? Yes No

13. Do you have a position in either industry or the private sector?

Yes

No (if no skip to question 16)

14. If yes, what is the name of the company: \_\_\_\_\_

15. What is your position title: \_\_\_\_\_

16. Do you have a position with the government?

Yes

No

17. If yes, what is the name of the agency: \_\_\_\_\_

18. What is your position & contact information:

Title \_\_\_\_\_

Work address \_\_\_\_\_

Work E-mail \_\_\_\_\_

LinkedIN (yes / no)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date