**硕士/博士研究生毕业结算表**

**Please Type All**

**Information Requested**

**Excepted Signature**

**Graduate Student Check Out List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名Name |  | 学号Student ID no. |  | 入学时间Enrollment date |  |
| 学历Highest degree |  | 导师Advisor |  | 计划离校时间Planned exit date |  |
| 办公室家具Office furniture | 办公桌椅、储物柜是否有损？Is there any damage on your table or chair?办公桌椅、储物柜钥匙是否归还？has the keys to both the desk, drawers and lockerbeen returned?个人物品是否全部清理？Has all the personal belongs been cleared up? 办公室管理员签字（Signature）： |
| 门禁卡注销Office access card cancellation | 门禁卡是否已经注销（仅适用办公室包括在564-570,413AB,507-509）Has the access card to the offices including 564-570,413AB,507-509 been canceled? IT Office（Signature）: |
| 清算具体项目Research and Lab Issues Clarification |  学生签字（Student）：导师签字(Advisor) ： 日期(Date)： |
| 清算项目处置情况Clarifications on how to deal with the research and lab equipment, instrument and ect. | 请详细说明清算项目是如何处置的：How to deal with the research and lab equipment, instrument and ect.? 导师签字(Advisor)： 日期(Date): |
| 主管院长意见Approval of Associate Dean |  主管院长签字(Associate Dean)： 日期(Date): |