**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): | | | | |