

Carl R. Woese Institute for Genomic Biology Exit Form

Please complete this form and return to kmillage@igb.illinois.edu or IGB room 1601 ONLY if leaving the IGB permanently

Name: _____

UIN: _____

Netid: _____

Faculty Sponsor: _____

Job Title: _____

IGB Departure Date: _____

Contact information for future correspondence: Home Business

Street Address: _____

City: _____ State: _____

Zip: _____ Country: _____

Phone: _____ Email: _____

Home Business Cell

Reason for leaving the Carl R. Woese Institute for Genomic Biology:

Graduation Accepted another position on UIUC campus

Resignation Other _____

Checklist for departure activities - please initial when complete:

Complete Exit Form and return to IGB (**required**)

Return office keys to IGB Receptionist in 1601 IGB (**required**)

Return desk key(s) to Theme Secretary (if applicable).

Theme Secretary Name: _____ Initials: _____

Check with Computer and Network Group (131 IGB-Gatehouse Concourse) regarding Institute-related computing network, printing services, email accounts and telephones. (**required**)

Return office & lab equipment with your research theme. (if applicable)

Lab Safety Checkout (if applicable)

Forward UIUC email (optional) - you may log into the CITES Electronic directory to forward UIUC campus email to another existing email address for one year. <https://answers.uillinois.edu/illinois/page.php?id=47593>

Subscribe to the IGB mailing list (i.e., magazines, newsletter) at:
https://mail.igb.illinois.edu/mailman/listinfo/igb_master
