



STUDENT CHECKOUT FORM

Please return completed form to Tech's Research Services Office, Brown Hall 111

REV. APRIL 2007

Your Name:		Your Tech ID No.:
Your Campus Box No.:	Your Current Phone Number:	Your Current Email Address:
Your Current Mailing Address:		
Your Future Email Address (especially if you are not keeping your @nmt.edu email address):		
Your Future Mailing Address (if known):		

This form notifies the following departments to close out your accounts, verifies that you have returned all Tech property, and confirms that any balances on your student account are resolved.

Department (Location) and Reason	Signature and Date
Advising Resource Center (Fidel Center 2 nd Floor)	
Student Accounts (Fidel Center 2 nd Floor) (To close out your student account)	
Advancement/Alumni (Fidel Center 2 nd Floor)	
Career Services Office (Fidel Center 2 nd Floor)	
Campus Post Office (Fidel Center 1 st Floor) (To close campus PO Box and set forwarding address)	
Physical Recreation Office (Gym Rm. 104) (To verify return of gym equipment)	
Tech Computer Center (Speare Rm. 117) (To close or forward your TCC account)	
Library (To verify return of all library materials)	
Information Services Division (ISD Building) (For computer network and TAC# disconnection)	
Key Control Office (Campus Police Station) (To verify return of all campus keys)	
FOR INTERNATIONAL STUDENTS ONLY: International Compliance (Wells Rm. 128) Travel Office (Fidel Center, at Cashiers) (To resolve student income tax / travel money issues)	

FOR STATISTICAL PURPOSES, PLEASE INDICATE WHY YOU ARE LEAVING NEW MEXICO TECH:

- GRADUATING FROM TECH
 TRANSFERRING TO ANOTHER SCHOOL
 WITHDRAWING FROM TECH

If Graduating: Congratulations on your achievement! Please complete the Online Survey of Post-Graduation Plans, located at: <http://infohost.nmt.edu/~stuaffs/CareerServices/Students/survey1.html>

If Withdrawing or Transferring: We're sorry to see you go. Please complete the Withdrawing/Non-Returning Student Survey, located online at: <http://www.nmt.edu/~red/IR/wdsurvey.pdf>

By signing this form, I affirm that I have received all necessary signatures from the offices listed above. I also understand that completion of this form does NOT release me from financial responsibility if my student account at New Mexico Tech incurs additional charges.

Signature: _____

Date: _____

Thank You!