

Departing Faculty Arrangement Form

Please return this form to your Division Office.

Before departing from campus, please complete the following steps:

- ☐ **Work with your Division Office or Option Secretary to:**
 - ☐ Turn in all Institute and departmental keys and other Caltech equipment.
 - ☐ Turn in Caltech ID card and parking permit.
- ☐ **Contact the Benefits Office at Ext. 6443.** Your benefits and insurance are discontinued at the end of the month of your termination date. You have the option of continuing medical and dental for up to 18 months by paying the full monthly cost. For details, including costs, or to continue coverage, contact the Benefits Office at Ext. 6443.
- ☐ **Call Benefit Billing at Ext. 3232** to settle any outstanding balance on your benefits account.
- ☐ **Call the Bursar's Office at Ext. 6753** to settle any outstanding balance on your employee account.
- ☐ **Call the Athenaeum at Ext. 8200** to address any outstanding balance.
- ☐ **Call the Caltech Credit Union at Ext. 6300** to notify them of your departure and address any outstanding issues.
- ☐ **Return all books to the Library Systems, Ext. 6401.**
- ☐ **Contact International Scholar Services at Ext. 2188** to clarify your future immigration options.
- ☐ **Update your mailing address on [access.caltech](https://access.caltech.edu)** to ensure that your tax documents are sent to the correct address next year.

Name: _____

UID: _____

Caltech Rank/Title: _____

Date of Termination/Resignation: _____

Date You Wish to Pick Up Your Final Check: _____

Name of Person to Notify When Final Check is Ready: _____ **Extension:** _____

Forwarding Address:

If you held a research position at Caltech (e.g., Postdoctoral Scholar, Senior Research Fellow or Visitor), what type of position are you going to?

☐ Postdoc Position ☐ Tenure-Track Position ☐ Industry/Business Position ☐ Other: _____

Are you requesting a Certificate of Completion? ☐ Yes ☐ No

The Institute will provide a certificate showing the start and end dates of a postdoc's research experience provided that the postdoc performed a minimum of six months service and completed the period in good standing, and the faculty sponsor concurs with and signs the certificate.

Signature

Date

For Division Office Use Only:

☐ E-mail to HR (dfa@caltech.edu)

☐ E-mail to ISS (iss@caltech.edu)

☐ Letter of Resignation (if applicable)