MAE CLEARANCE FORM

Today's Date _____ Date Graduated (Ex: Dec. 2003) _____ Date Dropped (if applicable) _____

Degree: ☐ B.S. Mechanical ☐ B.S. Aerospace ☐ B.S. Double Major ☐ B.S./B.S. Dual Degree
☐ M.S. ☐ Ph.D.

You are required to close out your business affairs with the School of Mechanical & Aerospace Engineering at least three days before you leave, whether you receive a degree or not. Please complete this form and *obtain signatures*. A "hold" will be placed on your transcript if you do not comply.

Name: _____
Last *First* *Middle* *Preferred Name*

E-mail Address: _____

Forwarding Address: _____
Street Address (including Apt. # or P.O. Box #) *City* *St* *Zip*

_____
Phone Number (including Area Code)

How can you ALWAYS be contacted? *(Family member or other permanent contact information)*

_____
Street Address (including Apt. # or P.O. Box #) *City* *St* *Zip*

GRADUATE STUDENTS ONLY:
When all responsibilities to the Major Advisor have been satisfied, s/he will sign below:

MAJOR ADVISOR: _____

ALL STUDENTS: All tools, equipment, instruments, chemicals, and ATRC keys must be returned to the appropriate lab/areas. Please obtain signatures from each of the following:

CEAT SUPPORT SERVICES (201 ATRC)	MAE LAB DIRECTOR (West Lab)	INSTRUMENT TECHNICIAN (213 EN)
_____	_____	_____

ALL STUDENTS: All keys to rooms in Engineering North or the outlying laboratories must be returned to the Financial Assistant in EN 218. Any outstanding financial matters (such as payroll) will also be cleared at this time.

FINANCIAL ASSISTANT: _____

B.S. CANDIDATES ONLY: Exit Interview with Head of the School of MAE.

HEAD OF SCHOOL OF MAE: _____

(OVER)

We need your help! We frequently need to contact our alumni, and we must have accurate addresses and phone numbers in order to do this! **The following information regarding employer and salary are kept strictly confidential. We use this information for comparison purposes with other degree programs and for recruiting.**

Place a check in the box that best describes your placement status and fill-in requested information where appropriate:

☐ Attend Graduate School at _____

Area of study _____

☐ Awarded an assistantship of in the amount of $_____ per month

☐ Accept employment: Industry _____ University _____ Government _____

☐ Return to home country of _____

☐ Seeking employment, not employed yet

☐ Not seeking employment

☐ Not employed / Not enrolled / Not seeking employment

☐ Other: _____

Employment:

_____

Name of Company or University

_____

Street Address (including Apt. # or P.O. Box #) City State Zip

_____

Phone Number (including Area Code)

Number of interviews on campus _____ Number of interviews at employer site _____

Number of job offers _____ Your yearly salary offers: $ _____, $ _____, $ _____

While at OSU, in which activities did you participate? (Check all that apply)

☐ Part-time technical job ☐ Internship ☐ Co-op ☐ None of these

Yearly salary accepted: $ _____ Additional Bonus Total $ _____

☐ Signing ☐ Relocation assistance ☐ Other _____

OTHER INFORMATION

Did you utilize OSU Career Services (370 SU) resources or activities? _____ yes _____ no

If yes, how? *(check all that apply)* ☐ CareerWeb ☐ on-campus interviews ☐ Career fairs ☐ workshops

Did you utilize CEAT Career Services (102 EN) resources or activities? _____ yes _____ no

If yes, how? *(check all that apply)* ☐ resume assistance ☐ cover letter assistance ☐ interview preparation help ☐ career planning/job search advice ☐ on-campus interviews ☐ other _____

Were you aware of the services provided by CEAT Career Services? _____ yes _____ no

How many internships or Co-ops have you completed? ____ With whom? _____

Upon completion, return this form to the Academic Secretary in 218 EN *three days before your departure*. Thank you!

ALL STUDENTS: The Academic Secretary will check to ensure that you have met all the requirements of the College of Engineering, the School of Mechanical & Aerospace Engineering, and/or the Graduate College.

ACADEMIC SECRETARY: _____