

PMB Graduate Student Departure Checklist

- Check out with Rocío Sanchez in the Graduate Office in 111C Koshland Hall
- Complete the *PMB Graduate Alumni Survey* found: <http://pmb.berkeley.edu/current-students/forms>
- Contact Tony Gamez at gamez32@berkeley.edu to request deactivation of lab access. In your email include:
 - Departure date
 - Lab Name
- Contact Karyn Houston at karyn@berkeley.edu to request deactivation of your graduate student web page. If you are being hired as a postdoc in PMB, please let her know your change in position and affiliation. In your email include:
 - Departure date
 - Lab Name
- Consider joining or Join the PMB Alumni Group on LinkedIn:
http://www.linkedin.com/groups?about=&gid=4130950&trk=anet_ug_grppro
- Sign-up to continue to receive the PMB newsletter by sending an email to pmbnewsletter@berkeley.edu or sign-up directly online at <http://pmb.berkeley.edu/>
- Contact Campus Shared Services - Human Resources Unit and request for a UCRS Distribution Kit for Non-exempt Student Employees to enable you to rollover your retirement contributions. CSS – HR can be contacted at: (510) 664-9000 and hrapscshelp@berkeley.edu.