

# **Congratulations on the successful completion of your graduate program!**

The Department of Resource Economics and Environmental Sociology would like to thank you for your contributions and we wish you every success in the future. In order to assist you in making your departure from the University as painless as possible, this form will help you remember what you need to clear up before you leave us. When REES staff has signed the sections below, please return the completed form to **Graduate Student Services, 2-10 Agriculture-Forestry Centre.**

**Forwarding address / phone number / e-mail**

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**Clean out desk and office / lab space**

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Signature of REES Admin Office 515 GSB

**Return all Reading Room materials**

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Signature of REES Admin Office 515 GSB

**Return of keys:** Building, room, desk and file cabinet(s). Note: lost/unreturned keys may result in a replacement charge for keys or locks and an encumbrance on your University activities. If you paid a \$25 key deposit it will be returned at this time. Card access to the building will be automatically disabled unless otherwise requested.

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Signature of REES Admin Office 515 GSB

**Additional Information**

Have you obtained employment? Please circle Y / N  
If yes, please tell us where (name of organization, address, city) and what your position is:

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**Research / Surveys:** In consultation with your supervisor, research/surveys should be removed from storage areas and electronic copies of all thesis related documents including data, references, empirical results, etc. provided to supervisor.

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Signature of graduate supervisor

**Thesis:** I agree to provide a bound copy of my thesis to the REES Reading Room. Note: a final PDF version of your thesis must be provided to the REES Admin Office within two days of thesis submission to FGSR.

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Signature of student

Share your opinions with us so that we can improve the graduate program in REES and the experiences of future graduate students. Take the **REES Graduate Program Exit Survey** at <https://goo.gl/rujDDg>

**NAME** \_\_\_\_\_

**STUDENT ID** \_\_\_\_\_

**OFFICE NUMBER** \_\_\_\_\_

**SUPERVISOR** \_\_\_\_\_

**STUDENT SIGNATURE**

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The personal information requested on this form is optional and will be used for the purposes of promoting the Department of Resource Economics and Environmental Sociology. Questions regarding the collection, use or disposal of this information should be directed to the FOIPP Liaison Officer, Department of Resource Economics and Environmental Sociology, 515 General Services Building, University of Alberta, Edmonton, AB, T6G 2H1, phone (780) 492-4228, fax (780) 492-0268.