

## STUDENT Exit Guidelines and Procedures

In order to exit Masdar Institute and to receive the final settlement (if owed) the following procedure must be followed:

- Ensure a proper handover of MI materials and work related files to direct supervisor and other team members assigned by direct manager
- Clear Laptop from all personal items; turn in laptop if not graduating
- Ensure that MI properties are in the same condition that they were received (laptop/office supplies/MI accommodation/etc)
- Acquire the clearance signature from the following departments:
  - Library (any books owed)
  - IT (all equipment that was given at the start of the employment)
  - Academic Advisor (sign off on lab/learning materials)
  - Finance (all necessary payments received and deducted from final stipend)
  - HR (national ID card, DAMAN card, passport for visa cancellation, MI access card)
  - Registrar

In addition, the department below must clear students:

- Facilities (Cleared desk space/office and cleaned room [if applicable])

- If you are continuing as either of the following, please check the appropriate box:

I have accepted a PhD offer from MI

☐

I have accepted a Research Engineer offer from MI

☐

Continuing students will keep their ID and insurance cards and will not need to have their visas cancelled.

Students will not receive their final stipend unless they complete all clearance steps

Any financial obligation must be met **prior** to receiving clearance from the Institute. If applicable, the amount will be deducted from the final settlement. Students wishing to receive their final stipends in their home accounts must submit the account information to the finance department.

**To be completed by Student**

Name: .....

ID #: .....

Department/Program: .....

Joining Date: .....

Advisor : .....

Graduation Date: .....

Permanent Mailing Address: .....

Home Phone: .....

Other Phone(s): .....

Signature: .....

Date: .....

**LIBRARY**Library materials returned? ☐ N/A ☐ Yes ☐ No

If no, amount owed: ..... AED

Signature: .....

Date: .....

**IT**Student has returned all Institution property ☐ N/A ☐ Yes ☐ No

If no, amount owed: ..... AED

Signature: .....

Date: .....

**Academic Clearance:**

Student has returned all property/materials/passwords or other pertinent items belonging to the Institute:

☐ N/A ☐ Yes ☐ No

If no, items still outstanding and cost: .....

Name of Academic Advisor: .....

Signature: .....

Date: .....

**Finance**Outstanding financial obligations (excepting housing) cleared? ☐ N/A ☐ Yes ☐ No

If no, amount owed: ..... AED

Cancelling UAE bank account? ☐ Yes ☐ No Provide a letter of no liability or cancellation from your UAE bank.  
If using home bank, kindly complete the following and provide a letter from your international bank.

Bank Name: .....

Branch: .....

Account Type: .....

Account Number: .....

IBAN: .....

Swift Code: .....

Signature: .....

Date: .....

**HR:**

- International student has turned in Daman card, national ID, passport for visa cancellation.
- National student has turned in Daman card.
- If graduate is remaining as an RE or PhD student, HR has been informed.

☐ N/A ☐ Remaining at MI ☐ Yes ☐ No

If no, documents still outstanding: .....

Signature: .....

Date: .....

**Office of the Registrar**Student is clear academically: ☐ N/A ☐ Yes ☐ No

Signature: .....

Date: .....