1. **Departure documents**

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| **Task** | **Requirement** |
| Checkout list  (See attachment 1) | Please submit to Xuan Zhang on the last day. (Seat NO.14358) |
| Performance Assessment Form  (See attachment 2) | **Intern**: Please fill out the PA form (Part 1) with more than 80 words two days before your last working day. Submit to your mentor, and CC Xuan Zhang. (v-xuzha) |
| **Mentor**: Please complete PA Form (Part 2) and send it to Sophia Cao (a-shcao), CC Group Manager. Your group intern h/c will be deducted for 3 months if you fail to complete the evaluation timely twice, following guideline. |
| Survey  (See attachment 3) | Please submit to Xuan Zhang two days before your last working day.(v-xuzha) |

1. **Settlement**
2. **Attendance**: Part-time interns are supposed to send the PT records to MSRA Intern Support team on last working day. And mentor’s confirmation is required, or your subsidy will be affected.
3. **Accommodation**: If you live in student apartment, please do checkout procedures before you leave. Please notice that MSRA only cover one-day room fee after your check-out.
4. **Reimbursement**: Please email return-trip ticket today, then it will be paid together with your last pay.
5. **Bank Card**: Internship allowance of this month will be paid in the end of next month, so please don't terminate the bank account. For oversea students, you will receive your last month stipend before checking out.
6. **Assets**
7. **PC**: Please handover your work data to your mentor, delete all data on server[\\MSRALPA\Users\‘own\_alias](file:///\\MSRALPA\Users\'own_alias).
8. **Card**: Please return your badge to Xuan Zhang on you last working day. (Seat NO. 14358)
9. **Desk Lamp**: If you ever applied for a desk lamp from 79666, please return it back to Xuan Zhang (Seat NO. 14358).
10. **Locker**: If you borrowed locker, please contact with Xuan Zhang (alias: v-xuzha) to get the deposit before you leaving.
11. **Reminder**
12. Please keep your seat clean, take your belongings, ask cleaning staff for clearing up the clutter and shattering

confidential documents.

1. Please handle checkout procedures in person.

Attachment 1: Check-out list Attachment 2: Performance Assessment Form Attachment 3: Survey

