



THE UNIVERSITY OF BRITISH COLUMBIA  
Department of Computer Science

## M.Sc. Release Form

|                          |   |
|--------------------------|---|
| Name                     | Forwarding Address (please include postal code) |
| Forwarding Email / Phone |   |

**Recommendation** for graduation will not be forwarded until this form has been completed. It is the student's responsibility to obtain the required signatures.

### Graduation Checklist for student:

- ☐ **Email Confirmation that your thesis has been accepted by cIRcle:** Forward the email to Joyce Poon (poon@cs.ubc.ca)
- ☐ **Registration:** I have maintained my registration up to the term that I submit my thesis to Grad Studies.
- ☐ **Tuition Fees:** Tuition fees have been paid till the end of the term that I submit my thesis to Grad Studies.
- ☐ **Updating your mailing address in SSC & Workday**
- ☐ **Application for Graduation:** I have submitted the application for graduation online (students.ubc.ca/apply/graduation).
- ☐ **Free Alumni account:** If you have a UBC account, it will automatically be converted to the alumni account. If you have not signed up for the UBC account, please register here: <https://www.cs.ubc.ca/alumni/how-connect>
- ☐ **Join our Alumni LinkedIn group:** I have decided to join the LinkedIn group for UBC CS alumni, [www.linkedin.com/groups/1526097/](http://www.linkedin.com/groups/1526097/)
- ☐ **Opt out of our Alumni LinkedIn group:** I have decided NOT to join the LinkedIn group for UBC CS alumni

### Departmental Requirement:

If you are unable to obtain the signature, email confirmation is acceptable. Please **attach email** confirming that the item has been cleared.

|   |   |
|---|---|
| <b>Thesis/Essay Presentation:</b> Thesis has been presented at a departmental seminar, conference or other public research meeting (workshop, symposium etc.).<br><b>Laptops and equipment:</b> All borrowed equipment (eg laptops) purchased by faculty have been returned and are in good condition.  | Supervisor  |
| <b>Access Control:</b> Access to all of the labs and other areas have been updated in Access Control. Please include your first and last name in the subject line (Eg MSc Release Form from Firstname Lastname)<br><br><b>NOTE:</b> Please clean up your desk and box up your personal items prior to asking the Group Assistant to sign off. Anything left behind will be discarded. | Group Assistant for the lab access (ga-help@cs.ubc.ca)            |
| <b>Computer Account:</b> The deletion dates for all computer accounts and resources have been arranged.   | Help Desk (ICCS 143; helpdesk@cs.ubc.ca)                          |
| <b>TA Textbooks and Assignment Box Keys:</b> All texts, assignment box keys and other items have been returned.   | Undergrad. Program Assistant (ICCS 201; undergrad-info@cs.ubc.ca) |
| <b>ICICS/CS Reading Room:</b> All borrowed books, journals and other materials have been returned.  | Librarian (ICCS 262; rdngroom@cs.ubc.ca)                          |

The department is often asked to provide statistics on the employment status of our alumni. We would appreciate it if you keep us informed

Company Name, Country

Position

#### Salary Arrange (check one)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> under 50,000    | <input type="checkbox"/> 90,000 - 100,000  | <input type="checkbox"/> 180,000 - 200,000 |
| <input type="checkbox"/> 50,000 - 60,000 | <input type="checkbox"/> 100,000 - 120,000 | <input type="checkbox"/> 200,000 - 220,000 |
| <input type="checkbox"/> 60,000 - 70,000 | <input type="checkbox"/> 120,000 - 140,000 | <input type="checkbox"/> 220,000 - 240,000 |
| <input type="checkbox"/> 70,000 - 80,000 | <input type="checkbox"/> 140,000 - 160,000 | <input type="checkbox"/> 240,000 - 250,000 |
| <input type="checkbox"/> 80,000 - 90,000 | <input type="checkbox"/> 160,000 - 180,000 | <input type="checkbox"/> over 250,000      |