

## Returning Student Checklist

### Prior to Return

1	Submitted official transcript (Due Feb. 27). Some schools are able to send official transcripts electronically. If this method is chosen by the student, email should be sent to <a href="mailto:bmontoya@lanl.gov">bmontoya@lanl.gov</a> . Brenda Montoya PO Box 1663 MS M709 Los Alamos, NM 87545 *Note: Students who do not submit official transcripts are not eligible to participate in the Laboratory Student Internship Program	
2	Confirmed with Brenda Montoya ( <a href="mailto:bmontoya@lanl.gov">bmontoya@lanl.gov</a> ) that your transcripts have been received	
3	Discussed and agreed upon an arrival date with mentor	
4	Discussed travel reimbursement with mentor and received a written pre-approval (via email) for travel expenses if eligible <a href="http://financial.lanl.gov/travel/regulations/graduate_regs.shtml">http://financial.lanl.gov/travel/regulations/graduate_regs.shtml</a>	

### Upon Arrival

1	Picked up badge from the Badge Office (Located on the second floor of the Otowi Building)	
2	Picked up Cryptocard	
3	Updated training; completed Annual Security Refresher #1425 <a href="http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?CourseNumber=1425">http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?CourseNumber=1425</a> and, if necessary, Technical Surveillance Countermeasures, Site Specific Training, etc.	
4	Met with mentor and reviewed new workplan	

### Departure

1	Completed departure processing forms with mentor <a href="http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml">http://int.lanl.gov/orgs/hr/personnel/terminations/index.shtml</a>	
2	Turned in all LANL Property (badge, keys, Cryptocard, etc.) the day of departure	
3	Completed the on-line Annual Student Survey <a href="http://dominoapp2.lanl.gov/esurveyor5/annual_student_exit_survey.nsf/WebWelcome?OpenNavigator">http://dominoapp2.lanl.gov/esurveyor5/annual_student_exit_survey.nsf/WebWelcome?OpenNavigator</a>	