

Returning Student Checklist

Prior to Return

1	Submitted official transcript (Due Feb. 17, 2007) http://int.lanl.gov/education/pdfs/Student_Transcript.pdf 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 (bmontoya@lanl.gov) 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 http://financial.lanl.gov/travel/regulations/graduate_regs.shtml	

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 http://www.hr.lanl.gov/TIOCourses/TIOAha.asp?CourseNumber=1425 and, if necessary, Technical Surveillance Countermeasures, Site Specific Training, etc.	
4	Read and understood Student Mentoring Policy Procedure IPP 787.2 http://policies.lanl.gov/pods/policies.nsf/MainFrameset?ReadForm&DocNum=IPP787&FileName=ipp787.2.pdf	
5	Met with mentor and reviewed new workplan	
6	If you are minor , complete the form: Health and Safety Restrictions for Minors. The form can be found at: http://int.lanl.gov/education/pdfs/Minors_Checklist.pdf .	

Departure

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