

Returning Student Checklist

Prior to Return

1	Submitted official transcript (Due Feb. 27) 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 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 http://financial.lanl.gov/travel/regulations/grasregs.html	

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	Met with mentor and reviewed new workplan	

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	