



Please type or print in capital letters

Please complete Part A of this form and return it to the Housing Office. You will be issued a date on which you will be visited at home. Please pay electric, water, telephone and municipality bills in advance of this date. Also please hand over university ID Cards, books, photocopy cards, parking permits, library cards etc. which may have been lend to you.

PART - A

Name - Surname:

Faculty:

Department:

Date of Departure:

Signature:

PART - B (For official use only)

Faculty		House Inventory Control	
Departmental		Telephone	
Office Inventory Control		Electricity	
Office Telephone		Water	
Office Key		House Key	
University ID Card		Personnel	
Photocopy Card		Remaining leave of absence	
Parking		Computer Center	
Library			

Housing Office Appointment Date:

Time:

AM/ PM

Accounting Office Appointment Date:

Time:

AM/ PM