The 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 & Management Systems** ([https://www.mop.ubc.ca/](https://www.mop.ubc.ca/))
- **Application for Graduation:** I have submitted the application for graduation online (students.ubc.ca/apply/graduation).
- **Free Alumni CS account:** As a service to all our alumni, the department has set up a free alumni.cs.ubc.ca account for you. If you have not signed up for one, please register here: [https://www.cs.ubc.ca/alumni/how-connect](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: [http://www.linkedin.com/groups?gid=1526097&trk=hb_side_g](http://www.linkedin.com/groups?gid=1526097&trk=hb_side_g)
- **Opt out of our Alumni LinkedIn group:** I have decided NOT to join the LinkedIn group for UBC CS alumni

**Thesis Submission:**

- **Thesis Binding (optional):** Submit the Thesis Binding Form ([https://www.cs.ubc.ca/students/grad/forms-resources/phd-graduation-information](https://www.cs.ubc.ca/students/grad/forms-resources/phd-graduation-information)) and one double-sided copy of the thesis to the graduate program assistant if you would like a bound copy. This copy is for the student. Please remember to include the forwarding address so that the thesis can be sent to you once it’s bound. If your supervisor(s) would like a copy, s/he will need to pay for it. Please provide additional copies of your thesis if your supervisor would like a copy.

**Departmental Properties:**

- **Access Control:** Access to all of the labs and other areas have been updated in Access Control.
- **Computer Account:** The deletion dates for all computer accounts and resources have been arranged.
- **CS Computer Lab Equipment:** All borrowed equipment have been returned and are in good condition.
- **TA Textbooks and Assignment Box Keys:** All texts, assignment box keys and other items have been returned.
- **ICICS/CS Reading Room:** All borrowed books, journals and other materials have been returned.

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**

<table>
<thead>
<tr>
<th>Salary Arrange (check one)</th>
<th>under 50,000</th>
<th>50,000 - 60,000</th>
<th>60,000 - 70,000</th>
<th>70,000 - 80,000</th>
<th>80,000 - 90,000</th>
<th>90,000 - 100,000</th>
<th>100,000 - 120,000</th>
<th>120,000 - 140,000</th>
<th>140,000 - 160,000</th>
<th>160,000 - 180,000</th>
<th>180,000 - 200,000</th>
<th>200,000 - 220,000</th>
<th>220,000 - 240,000</th>
<th>240,000 - 250,000</th>
<th>over 250,000</th>
</tr>
</thead>
</table>

**Position**

Refer Queries to Joyce Poon (CISR 201, poon@cs.ubc.ca)