

## ***LEAVING YALE***

### **Responsibilities Upon Leaving Yale**

Upon leaving Yale University, postdoctoral appointees are required to return keys to buildings, offices, labs, and other facilities to the home department. Postdocs will also need to hand in all original data from research conducted while at Yale. Finally, university IDs should be given to the home department. Note that in some instances, University Security may activate an ID within 24 hours of the end of an appointment, rendering the ID inoperable when used to access parking lots and locked buildings.

## **Training Certificates**

Postdoctoral Affairs offers certificates to post-docs to recognize the completion of their training. These certificates will display the appointee's name, departmental affiliation, and dates of training and also contain the embossed seal of Postdoctoral Affairs. To request a certificate before you leave Yale, please have your departmental business office contact either Abby (Medical School) or Alisa (Central Campus). We can usually generate a certificate in two to three business days.

*Medical School: Certificates are not available to postdocs who completed their training prior to November 1, 2004.*

*Central Campus: Certificates are not available to postdocs who completed their training prior to January 1, 2008.*