

## Checklist for Procedures Before Leaving Japan

	Item	Notes
If a tutor has been assigned to you, please ask him/her to accompany you during these procedures..		
<b>1. All international students</b>		
	Return of student ID card	Return the card to the Academic Affairs Section.
	Return of Health Insurance card	Complete administrative procedures at the municipal office.
	Return of residence card	Return the card to the immigration officer at the airport.
	Final survey	Students are asked to complete a questionnaire regarding their post-graduation plans and contact information. The questionnaire will be sent to you through your academic supervisor. Please complete and submit it.
<b>2. Japanese government scholarship students</b>		
	Closure of postal account	Close your postal account after confirming receipt of the final month's scholarship payment.
<b>3. Seiyo Dormitory Residents (Shinagawa Campus)</b>		
	Notification of Withdrawal	Submit the "Notification of Withdrawal" to the Seiyo Dormitory Management Office at least one month before your move-out date.
	Settlement of Dormitory Fees	If you have any unpaid dormitory fees, utility fees, or rental item fees, please contact the Dormitory Management Office immediately. Any unpaid fees will be settled from your security deposit. If there is a shortage, you will be charged the difference; if there is a remaining balance, it will be refunded.
	Pre-departure room check	Please arrange the schedule for the pre-departure room check with the Dormitory Management Office. Any repair or additional cleaning charges will be billed separately.
	Cancellation of utility contracts	Cancel all your utility contracts (electricity, water, gas, telephone, mobile, internet, etc.) and present a copy of your payment receipts to the International Students Section.
	Change of postal address	Submit a change-of-address notification form at your local post office.
	Return of Rental Bedding Items	If you have rented bedding items, please contact Design Arc Co., Ltd.
	Oversize trash disposal	If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval.
	Disposal of home appliances	Contact the local home appliance recycling center for any electric/electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.).
	Disposal of computers	Contact the computer manufacturer.
	Final room check	A final room check is conducted on the day of departure. Make sure that you don't leave any belongings behind.
	Return of Card Key	Please return your card key to the Dormitory Management Office when you move out.

4. Kaio Dormitory Residents (Etchujima campus)		
	Pre-departure room check	A pre-departure room check is conducted on a pre-determined date. If you are absent, a staff member will enter the room using a master key. Any repair or additional cleaning charges will be deducted from the balance of your utility fee deposit (additional charges will be billed separately).
	Submit contact information	Submit a contact information form to the Student Support Section of your campus.
	Oversize trash	If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval.
	Disposal of home appliances	Contact the local home appliance recycling center for any electric/ electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.).
	Disposal of computers	Contact the computer manufacturer.
	Change of postal address	Submit the relevant form to your local post office.
	Return of bedding items	Return any items on lease (futon, sheets, etc.) before leaving.
	Final room check	A final room check is conducted in the presence of the resident. The room must be completely empty. Return the manuals, room key, desk key, and entrance key (women's dormitory) provided at move-in. After the final room check, you may not enter the room, as cleaning and key replacement will be carried out.
5. Apartment residents		
	Contact the landlord or administrator	Depending on your contract, you must inform the landlord or administrator 1 to 2 months prior to your departure.
	Cancellation of utility contracts	Cancel all your utility contracts (electricity, water, gas, telephone, mobile, internet, etc.) and complete final settlement procedures.
	Change of postal address	Submit the relevant form to your local post office.
	Oversize trash	If you have any items measuring more than 30cm on either side, contact the local waste management office and purchase the according oversize trash stamps for their evacuation. The items must be placed outside by 8am on the day of retrieval.
	Disposal of home appliances	Contact the local home appliance recycling center for any electric/ electronic appliances (air conditioner, TV, fridge, freezer, washing machine, drier, etc.).
	Disposal of computers	Contact the computer manufacturer.

Please refer to Chapter 2-3 for the procedures when moving.