

To-do list for those who continue to stay in Japan after graduation

(1) University

- Please notify your faculty/graduate school office as soon as your course after graduation has been decided.
- Please notify your academic advisor of your contact address and phone number in case he/she may need to contact you after your graduation. And please send farewell greetings to him/her.
- Please notify your faculty/graduate school office of your contact address and phone number (moving day etc.) in case they may need to contact you after your graduation. Please fill in the documents (Accepting organization: left the organization) to the immigration office and submit the copy of Residence Card.
- If you are currently job searching and you will continue your job searching after graduation, please request a letter of recommendation from your faculty/graduate school office to change your visa status to Designated Activities. The deadline of the application for the letter of recommendation is until the following month after graduation month.
- Please make sure you've paid off your loan money (Loan for Life Support) if you borrowed from Gifu University International Student Support Association, and return your rental goods (refrigerator, electric fan etc.).
- If you have University co-op membership card, make sure you return your membership card and get a deposit back.
- Please re-check your student record, certificate or diploma to make sure everything is good to go.

(2) Housing

- If you are moving out of the apartment, please contact your landlord at least a month before you move out and take the necessary procedure. Please make sure you paid utility cost everything at the time when you are moving out.
- If you have a Comprehensive Renters Insurance for Foreign Students Studying in Japan with a remaining term of more than two months, you have to take the procedure for cancellation at the Inbound and Outbound Student Affairs Section, Gifu University Head Office for Glocalization.
- If your guarantor of the apartment is Gifu University, please change the guarantor of the apartment because the guarantee period is while you are in Gifu University.
- If you are living in the University International House, please contact Inbound and Outbound Student Affairs Section, Gifu University Head Office for Glocalization at least two weeks before you leave and take the necessary procedure.
- If you are moving out of the apartment, clean your room and all garbage should be removed from your room. Make sure you take care of your own bulk trash (Please DO NOT dump the bulk trash illegally!).

(3) Immigration Office and City Hall

- Please change your visa status from college student visa to new visas such as working visa or designated activities visa at Immigration Office. You are not allowed to stay in Japan and to take on part-time job with college student visa after graduation (You will become an illegal alien.).
- If you are currently job searching and you will continue your job searching after graduation, please take the procedure for changing your visa status to Designated Activities. The period of validity of the letter of recommendation issued from Gifu University is for a month from the date of issue.
- If you are moving out of the apartment, please go to City Hall to submit the moving out notification. Please take the procedure to change your address for National Health Insurance Card, Notification Card and Individual Number Card. If you move to other city, please submit the moving in notification in the city.

(4) Other

- Please contact each company about your address change if you receive the bills from Cell Phone Company or others.
- Please take the procedure for changing your address at post office.
- Please send your farewell greetings to your academic advisor and everyone you know.