

帰国前のチェックリスト

(1) 大学関係

- 帰国が決まったらすぐに所属学部・研究科の担当係とグローバル推進本部留学支援係に連絡してください。
- 指導教員に帰国日や帰国後の連絡先を知らせ、挨拶をしてください。
- 所属部局の担当係に帰国日、帰国後の連絡先を知らせ、挨拶をしてください。入管への提出書類（離脱）の記入と在留カードを所属部局の担当係に提出してください。
- 岐阜大学外国人留学生援助会から借りた貸付金や物品（冷蔵庫・扇風機など）を返却してください。
- 生協組合証を持っている学生は、組合証を生協に返却し、出資金をもらってください。
- 履修した授業の記録、修了証明書、卒業証明書などをまとめてください。

(2) 宿舎関係

- アパートに住んでいる学生は、1 か月前までに大家さんに退去の手続きをしてください。家賃・ガス・電気・水道料を精算してください。
- 留学生住宅総合補償に加入している人で、保険期間が2 か月以上残っている人はグローバル推進本部留学支援係で解約手続きを行ってください。
- 国際交流会館に住んでいる学生は、2 週間前までにグローバル推進本部留学支援係で退去の手続きをしてください。
- 携帯電話は、契約をしている電話会社に連絡をして解約をしてください。解約後も請求書が届く場合がありますので、電話会社に必ず確認をとり、精算を友達に頼んでください。請求書は、友達のところに送付してもらうように連絡先を伝えてください。
- 自室をきれいに掃除し、ゴミは所定の場所へ捨ててください。粗大ゴミの処理も必ず行ってください。（不法投棄は、犯罪です）

(3) 市役所関係

- 転出届け：海外への転出届けが必要です。
- マイナンバーの通知カード又は個人番号カードを市役所に提出してください。
- 国民健康保険：帰国する前に市役所で解約し、保険証を返却し保険料を精算します。保険料が戻ってくる場合もありますので、1 か月前には行ってください。市役所で解約をしないままですと保険料の請求書が届きます。
- 国民年金保険：市役所で国民年金手帳を返却してください。

(4) その他

- 銀行に通帳と印鑑を持って行き、口座の解約の手続きをしてください。
- クレジットカードの会社の解約も忘れないように手続きをしてください。請求が後日くるようなら、友達に請求書を送ってもらってください。
- レンタル DVD など借りている物があれば返却してください。
- お世話になった人や先生に挨拶をしてください。
- 在留カードは、空港の出国手続きのときに返却します。

To-do list before you leave...

(1) University

- Please notify your faculty/graduate school office and Inbound and Outbound Student Affairs Section, Gifu University Head Office for Glocalization as soon as possible when you decided to leave Japan.
- Please notify your academic advisor in advance of your departure date, give your contact address and phone number in case he/she may need to contact you after you leave Japan, and send farewell greetings to him/her.
- Please notify your faculty/graduate school office in advance of your departure date, give your contact address and phone number in case they may need to contact you after you leave Japan, and send farewell greetings to them. Please fill in the documents (Accepting organization: left the organization) to the immigration office and submit the copy of Residence Card.
- 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 living in 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 you are living in the University International House, please contact the Inbound and Outbound Student Affairs Section, Gifu University Head Office for Glocalization at least two weeks before you leave and take the necessary procedure.
- Please make sure you terminate your cell phone contract before you leave. Sometimes they will send the phone bill after you leave Japan, so ask your friends to pay your phone bill instead of you and check with your phone company if they can send your phone bill to your friends.
- 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) City Hall

- Moving out notification: Please submit the moving out (to overseas) notification.
- Please return the notification card of “My Number” or individual number card.
- National Health Insurance: Please go to City Hall to return your National Health Insurance Card and take the procedure for cancellation at least a month before you leave Japan. You may need to clear your remaining insurance premium or may get a refund back at the time you cancel your insurance. Carefully note that if you do not take this procedure, you will keep receiving a bill for your insurance premium.
- National Pension: Please return your National Pension Book to city hall.

(4) Other

- Please do not forget to close your bank account in Japan. You need to bring your bank book and stamp to your bank.
- Please do not forget to close your credit card account in Japan. If you have a remaining debt and still have to pay after you leave Japan, please ask the credit company to send your bill to your friends and ask your friends to pay that remaining money instead of you.
- Please make sure that you return your rental DVD or anything you borrowed.
- Send your farewell greetings to your academic advisor and everyone you know.
- Please return your Residence Card to the immigration officer at the airport.