

# To-do list before you leave...

## (1) University

- Please notify your faculty/graduate school office and Inbound and Outbound Student Affairs Section, Gifu University Organization for Promotion of 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.