

## Checklist of procedures before leaving Japan

	Item	Notes
If a tutor has been assigned to you, please ask him/her to assist you with the 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 career orientation and contact information. The questionnaire is forwarded through your academic supervisor.
<b>2. Japanese government scholarship students</b>		
	Closure of postal account	Close your postal account after receiving the last scholarship transfer.
<b>3. Shinagawa International House residents</b>		
	Pre-departure form	Submit a pre-departure form to the International Students Section.
	Rent, utilities and rental goods	Ensure that all your bills have been paid before leaving.
	Pre-departure room check	A pre-departure check is conducted one week before you move out. Contact the International Students Section to set a time and date. 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 the relevant form to your local post office.
	Closure of bank account	Close your account at the Dai-Tokyo Shinyo Kumiai bank after checking that you don't have any outstanding payments.
	Curtains	Return the room curtains and their tassels to the office of the International House.
	Lease items	Return any items on lease (futon, sheets, etc.) to the office of the International House before leaving.
	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.
	Final room check	A final room check is conducted on the day of departure (contact the office of the International House to set an appointment). Make sure that you don't leave any belongings behind.

	Return of room key and document file	Return your key and the file with room-related documents to the office of the International House.
	Turn off the circuit breaker	
<b>4. Student dormitory residents (Shinagawa and Etchujima campus)</b>		
	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 fees account (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.
	Dai-Tokyo Shinyo Kumiai bank account for residents of the Shinagawa campus dormitory	Do not close your account before the end of July. The balance of your utility fees account is transferred back to your account.
	Change of postal address	Submit the relevant form to your local post office.
	Lease items	Return any items on lease (futon, sheets, etc.) to the office of the International House before leaving.
	Final room check	A final room check is conducted in the presence of the resident. The room must be completely empty. All keys and documents received when you moved in must be returned on the day of departure.
<b>5. Apartment residents</b>		
	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 present a copy of your payment receipts to the International Students Section.
	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.