

Pre-Departure Checklist

To make your departure easier, you should prepare for leaving Japan at least one month before departure date.

	Things to do	Section	Completion Date	Due Date
<input type="checkbox"/>	Accommodation	Student Office /Resident Manager	/	One month before leaving Japan
	<input type="checkbox"/> Submit leaving notice		/	
	<input type="checkbox"/> Sign up for room inspection		/	
<input type="checkbox"/>	<input type="checkbox"/> Close mobile phone contract	Mobile Phone Company	/	One month before leaving Japan
	<input type="checkbox"/> Close internet contract	Internet Company	/	
	<input type="checkbox"/> Fill out alumni data form (Open after 2nd week of Aug.)	Student Office	/	
<input type="checkbox"/>	At City Office	City Office	/	Two weeks before leaving Japan
	<input type="checkbox"/> Submit leaving notice		/	
	<input type="checkbox"/> Return NHI card		/	
	<input type="checkbox"/> Return My number card		/	
<input type="checkbox"/>	Cancel or settle account		/	One week before leaving Japan
	<input type="checkbox"/> SMBC (9am-3pm)	Roppongi Branch	/	
	<input type="checkbox"/> JP BANK (9am-4pm)	Local Branch	/	
	<input type="checkbox"/> Credit Card Call customer service and ask for an English speaking representative.	SMBC Credit Card Company Phone: 0570-783-940, or 03-5392-7351	/	
	<input type="checkbox"/> Electric Power Company (If necessary)	TEPCO or other	/	
	<input type="checkbox"/> Water Company (If necessary)	Department of Water worksite City Office	/	
	<input type="checkbox"/> Gas Company (If necessary)	Tokyo Gas	/	
	<input type="checkbox"/> Apply Forwarding Service (If necessary)	Post Office	/	
<input type="checkbox"/>	At GRIPS		/	One week before leaving Japan
	<input type="checkbox"/> Return borrowed books	Library	/	
	<input type="checkbox"/> Return locker key and receive 4,000 yen refund	Student Office	/	
	<input type="checkbox"/> Clean up study desk	Study Room	/	
	<input type="checkbox"/> Empty mail box	3F	/	
<input type="checkbox"/>	Return residence card	Airport Customs	/	Departure Day

※ The above check list is a sample. Necessary procedures are depending on each student.