

Checklist upon Graduation/Completion

*Before leaving Aizu/Japan, please do not forget to do the following:

< at City Hall > (市役所)

- Submit a Move-out notification (転出届の提出) .
- Return the "My Number" notice (通知カード返納届の提出) .
- Return the NHI certificate (国民健康保険証の返却)
- Settle the NHI premiums if there is any remaining debts (国民健康保険税の精算) .

< at Post Office > (郵便局)

- Submit "Change of Address Notice" (転居届の提出)
- Cancellation of a saving account (if any) (ゆうちょ銀行口座の解約)

Note 1: If you're Somei House resident, please do not cancel the account until the settlement is done. It takes 2-3 months for the settlement.)

Note 2: If you are receiving the scholarship payment, please do not cancel the account until you receive the last payment.

< at Bank > (銀行)

- Cancellation of a bank account (if any) (銀行口座の解約)
- Cancellation of a credit card (if any) (クレジットカードの解約)
(If you expect money transfer to your account or direct debit from your account, make sure to cancel your account after those transactions are done.)

< Mobile Phone > (携帯電話)

- Cancellation of a mobile phone (携帯電話の解約)
(Contact the mobile phone company for cancellation procedure.)

< Apartment/Housing > (アパート退去)

- Notify a date of vacating the apartment to a real estate company one month before.
(1カ月前にアパート退去日の連絡)
- Consult the foreign personnel advisors for settlement of the public utilities, the over-sized garbages, etc. (光熱費の精算や粗大ごみの処分等、外国人相談員に相談してください)

< at Airport > (空港)

- Return your residence card to the immigration officer (在留カードの返却) .

< at Student Affairs Division > (学生課)

- Return Student ID card (学生証の返却)
- If you require a transcript, please apply in advance (証明書の申請)