

Procedures before Leaving Japan (After Completing Program)

departure day ↓

	at least 1-2 months before leaving		2 weeks before leaving	
Residence	☐ Inform the landlord of your moving date • Check the contract for the expected move-out date deadline	☐ Cancel electricity, gas and water • Contact the respective companies	☐ Dispose of bulky garbage • Bulky garbage and home appliances -Check with your municipality for disposal instructions • Bicycle -Cancel the bicycle theft prevention registration	☐ Clean the room • Clean the room thoroughly and return it to its original condition • Do not leave waste and things you brought in the house ☐ Cancel the insurance if you have "Coop-Rent Insure" and "Comprehensive Insurance" for Students Lives Coupled with "Gakkensai" • Go to COOP MY ROOM service counter to cancel your insurance
			☐ Check the room with landlord and return the house key • You may be charged for repair expenses if you make the room dirty or break	

	2 weeks before leaving		
Municipal Office	☐ Submit a notification of moving-out • Return your My Number Card If you have one	☐ Settle National Health Insurance premiums • You may have to pay the rest of your insurance fee on the same day Please bring some money Premiums are paid monthly	☐ Disqualification procedures from National Pension System 【Things to bring】 1. Residence card 2. Basic Pension Number Notice
University	☐ Submit a notification of leaving ☐ Return your student ID • Ask your faculty office or program coordinator	☐ Return books to the library	☐ Withdraw from COOP membership • Go to COOP service counter and get a refund 【Things to bring】 1. COOP member card / COOP application 2. Student ID 3. Name seal (or Signature)
Others	☐ Cancel credit card • Contact the card issuer	☐ Close your bank account • If you are paying your fees by direct debit, you must make sure all payments have been made before closing your account. Those who receive scholarship close your account after receiving the last one. 【Things to bring】 (In case of JP bank) 1. Cash card 2. Bank book 3. Name seal or Signature 4. ID such as residence card	☐ Cancel mobile phone and internet service (if contracted in Japan) • Contact the respective companies

	Return to your country
Departure	☐ Return your residence card • The residence card should be returned to the immigration officer at the port of departure.