

Check List (for those leaving Japan)

Two months before leaving Japan	Procedures related to various contracts
	<ul style="list-style-type: none"> <input type="checkbox"/> Terminating a housing contract <input type="checkbox"/> Disposal of bulky waste <input type="checkbox"/> Cancelling fire and other insurance policies <input type="checkbox"/> Terminating parking lot lease (if applicable) <input type="checkbox"/> Cancelling utility services and settling bills <ul style="list-style-type: none"> – Electricity – Gas – Water – Phone (landline and mobile) – Internet – Newspaper – NHK (public broadcaster)
One month to just before leaving Japan	Procedures at the city or ward office
	<ul style="list-style-type: none"> <input type="checkbox"/> Submitting a notification of moving out <input type="checkbox"/> National Health Insurance procedures <ul style="list-style-type: none"> – Withdrawing from the program – Returning the National Health Insurance Card or Health Insurance Eligibility Certificate (<i>shikaku kakuninsho</i>) (if applicable) – Settling any outstanding payments <input type="checkbox"/> Reporting loss of National Pension eligibility <input type="checkbox"/> Returning the My Number Card (if applicable) <input type="checkbox"/> Reporting loss of Child Allowance eligibility (if applicable) <input type="checkbox"/> Returning the Medical Subsidy Certificate for Children (if applicable)
	Procedures at Kyoto University
	<ul style="list-style-type: none"> <input type="checkbox"/> Informing your professor, faculty/graduate school office, and other relevant persons/offices of your move <input type="checkbox"/> Requesting issuance of necessary certificate documents (such as a certificate of graduation) <input type="checkbox"/> Withdrawing from Kyoto University Co-op membership (members only) <input type="checkbox"/> Cancelling student insurance policies such as the Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and Personal Liability Insurance for Students (Gakubai) (if applicable) <input type="checkbox"/> Returning your Kyoto University student ID card <input type="checkbox"/> Returning books loaned from the University Libraries
	Procedures related to status of residence
	<ul style="list-style-type: none"> <input type="checkbox"/> Completing applicable procedures described in the “Important Notices on status of residence for international students who will leave Japan after graduation/ withdrawal (to find employment or enroll in a country other than Japan)”
	Other
<ul style="list-style-type: none"> <input type="checkbox"/> Withdrawing your children from their educational institutions (if applicable) <input type="checkbox"/> Obtaining a medical certificate for ongoing treatment after returning home (if required) <input type="checkbox"/> Sending parcels abroad <input type="checkbox"/> Selling or disposing of bicycles, motorcycles, and cars <ul style="list-style-type: none"> – Canceling bicycle registration <input type="checkbox"/> Closing a bank account <input type="checkbox"/> Restoring the accommodation to its original condition <ul style="list-style-type: none"> – Cleaning the property – Disposing of all garbage and waste 	
At the departure	Procedures at the airport
	<ul style="list-style-type: none"> <input type="checkbox"/> Returning your Residence Card