

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 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: <Somei-HouseResidents> Payments for the month of departure are typically automatically deducted from your account on the last business day of the preceding month or the first business day of the departure month. If any payments remain outstanding due to insufficient funds or other reasons, please ensure all payments are completed before leaving.

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)
(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)
- Cancellation of internet (if any) (インターネット契約の解約)
- Consult staff for settlement of the public utilities, the over-sized garbage, etc. (光熱費の精算や粗大ごみの処分等、スタッフに相談してください)

- Local tax (Inhabitant tax 住民税/市県民税)

You are required to pay the local tax for the income of the previous year.

A notice of local tax amount shall be sent to you in June/July.

You need to appoint someone as a proxy to handle your local tax, and submit it to the tax section of City Hall before leaving Aizu.

< 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. (証明書の申請は帰国する前に)