

## 8. Leaving Japan

Upon completing your study, you have to go through following procedures.

Before leaving Japan, you should come to International Affairs Division to reconfirm the procedures. Your student visa will become invalid after the due date of graduation. Please back to your country if you plan to back to your country.

### Checklist upon Graduation/Completion

#### 【At University】

- Submit “Information Sheet for Graduating International Student” at International Affairs Division.
- Obtain your official academic transcript, university diploma, etc. at Educational Affairs Division.
- Return your Student ID at Student Affairs Section

#### 【At City Hall】

- Submit “Moving-Out Notification”at Citizen’s Division.
- Return your Health Insurance Card and settle your payment at Insurance and Pension Division

#### 【At Bank】

- Take your passbook and cash card to the bank and close your account.

If you expect money transfer into, or direct debit from your account, make sure to keep your account open. In this case, you may ask your friend to take care of closing account or withdrawing the money.

### **【Housing】**

- Inform your housing landlord of your moving date 1 month before.  
Pay any outstanding rent, gas, electricity and water bills. Clean your room and dispose large waste and recyclable refuse correctly.  
Submit “Change of Address Notice” at post office (Domestic moving only)

### **【Home Phone】**

- Contact NTT directly regarding the document to endorse the change of owner of phone line.

### **【Mobile Phone & Internet】**

- If you have a mobile phone or use an Internet service, cancel the contract at the relevant company and settle the final payment in person. If you ask your friend to cancel the contract on your behalf, inquire at the shop regarding necessary documentation in advance.

### **【Motor Vehicle】**

- If you own an automobile or a motorcycle, visit a Transport Bureau and follow the applicable procedures for vehicle disposal, or ask your friend or someone you know to dispose the vehicle for you. If you ask someone else to dispose your vehicle, give him/her the certificate of transfer (“Joto shomeisho”) and the certificate of tax payment (“Nozei shomeisho”). To dispose your motorized bicycle (“gentsuki”), go to Toyohashi City Hall and follow the applicable procedures.

### 【Others】

- Check that you have returned all loans, borrowed items, library books, etc.
- Leaving notice and thank you letter
  - \* Tell your leaving to acquaintances and send thank you letters to show your appreciation, especially to your scholarship foundation including your contact information after leaving.

### 【At Airport】

- Must return your Residence Card to airport immigration staff.**

## 8-2.TUT Alumni Association

TUT has alumni association in order to boost exchanges among alumni and exchange information and strengthen cooperation between alumni and TUT. Overseas alumni association will act vigorously in future.

Please change your contact information, such as email address through “Form for changing your contact information” on CIR website. Keep in touch!

- ▶ Toyohashi University of Technology Alumni Association  
<http://www.alumni.tut.jp/>
- ▶ CIR website: Form for changing your contact information  
<https://ignite.tut.ac.jp/cir/english/contact/form.php>