

To-Do List (Employee) : Before Leaving Japan

✓	What to Do	When
	<b>Submit 退職届 [notification of retirement/resignation] to ISSP</b>	40 days
	<b>Submit a Contact Information after Retirement/Resignation to ISSP</b>	before
	<p><b>Inform your apartment management company of your move-out date and schedule a final inspection.</b>            Check your housing contract to confirm moving-out day must be notified (usually, one month in advance. 14 days in advance for Kashiwa International Lodge). Ask your apartment management company about how the final rent and other necessary fees, if any, should be paid and by when.</p>	Usually 1 month before
	<p><b>Back up your ECCS Email, Google Drive data, if necessary.</b> After the end of your employment with ISSP/UTokyo, you will no longer be able to access to UTokyo Account-based services. For more details: <a href="https://www.ecc.u-tokyo.ac.jp/en/leave.html">https://www.ecc.u-tokyo.ac.jp/en/leave.html</a> <a href="https://www.ecc.u-tokyo.ac.jp/en/leave.html">https://www.ecc.u-tokyo.ac.jp/en/leave.html</a></p>	
	<p><b>Set up email forwarding of your ECCS emails to your off-campus account, if desired.</b> This email forwarding arrangement must be set up while your UTokyo Account is still active (i.e., before your departure). Then, emails will be forwarded to the designated off-campus email address for 180 days after the deactivation of your UTokyo Account.  <a href="https://www.ecc.u-tokyo.ac.jp/en/leave.html">https://www.ecc.u-tokyo.ac.jp/en/leave.html</a></p>	
	<b>Cancel the gas service</b>	
	<b>Cancel the electricity service</b>	
	<b>Cancel the water/sewage service</b>	
	<b>Cancel the Internet service</b>	
	<b>Cancel the phone (landline, cellphone) service</b>	
	<b>Cancel other subscription services (newspaper, magazine, NHK, cable TV, etc.)</b>	
	<b>Cancel your University Co-op membership by visiting the academic shop on campus.</b> Your membership fee will be refunded in full.	
	<b>Cancel your Japanese credit cards.</b> Confirm with your credit card company regarding how to pay off your credit card balance	

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	<p><b>Donate/dispose of furniture, appliances and other unnecessary items.</b> Please note that oversized items can't be thrown away with regular waste. For more information, check the website of Kashiwa International Office: <a href="https://www.u-tokyo.ac.jp/adm/inbound/en/life-daily-gr.html">https://www.u-tokyo.ac.jp/adm/inbound/en/life-daily-gr.html</a></p>	
	<p><b>Have your postal mails forwarded to a Japanese address</b> (e.g., your lab). Mails delivered to you will be forwarded to the designated address for one year after the notification.</p>	
	<p><b>Close your Japanese bank account</b>, if desired.</p>	
	<p><b>Please check if there is any resident tax and/or national health insurance premium that you need to pay before you leave.</b> <u>If your final day at ISSP is between January and May, you will need to appoint a "tax administrator" who will pay the resident tax on your behalf. Additionally, you should agree with the designated person on how to pay the remaining balance.</u> Please note that the payment of resident tax begins in June of the following year (either as a lump-sum or in installments) for the calendar year in which taxable income is generated. Even if you leave Japan before the bill arrives in June, you are still required to pay any accrued but unpaid resident tax.</p>	
	<p><b>Visit the city hall to submit a moving-out notification and return your "My Number" tax and social security ID card.</b> In addition, if you have enrolled the National Health Program and Pension Plan, take the procedures for withdrawing from them. Kashiwa City offers complimentary language assistance service for these administrative procedures. <a href="http://www.city.kashiwa.lg.jp/soshiki/400100/p021423.html">http://www.city.kashiwa.lg.jp/soshiki/400100/p021423.html</a></p>	<p>2 weeks before</p>
	<p><b>If you have paid pension contributions for more than 6 months, you can apply for lump-sum withdraw payments.</b> Fill out the form</p>	
	<p><b>Return library books and other items you borrowed from ISSP</b></p>	
	<p><b>Return your Library Card, ID card, Kyosai membership (health insurance) card, office key, etc.</b></p>	
	<p><b>Return your Residence Card to immigration at the airport.</b></p>	