

To-Do List: Before Leaving Japan

☑	What to Do	When
	Cancel your Japanese credit card. Cancellation requests are usually made by phone. Be sure to ask the credit card company how to pay off the outstanding balance on your credit card. Do NOT close your bank account until all the outstanding balance is paid.	2-3 months before departure
	Inform your apartment management company of your move-out date and schedule a final inspection. Check your housing contract to confirm e 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.	Usually 1 month before
	Cancel the gas service	
	Cancel the electricity service	
	Cancel the water/sewage service	
	Cancel the Internet service	
	Cancel the phone (landline, cellphone) service	
	Cancel other subscription services (newspaper, magazine, NHK, cable TV, etc.)	
	Cancel your University Co-op membership by visiting the academic shop on campus. Your membership fee will be refunded in full.	
	Donate/dispose of furniture, appliances and other unnecessary items. Please note that oversized items can't be thrown away with regular waste. For more information, check the website of Kashiwa International Office: https://www.u-tokyo.ac.jp/adm/inbound/en/life-daily-gr.html	
	Have your postal mails forwarded to a Japanese address (e.g., your lab). Mails delivered to you will be forwarded to the designated address for one year after the notification.	

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	Close your Japanese bank account, if desired.	
	Check to see if there is any national health insurance premium that you need to pay before you leave.	
	Visit the city hall to submit a moving-out notification and return your “My Number” tax and social security ID card. In addition, if you have enrolled the National Health Program and Pension Plan, take the procedures for withdrawing from the them. Kashiwa City offers complimentary language assistance service for these administrative procedures. http://www.city.kashiwa.lg.jp/soshiki/400100/p021423.html	2 weeks before
	If you have paid pension contributions for more than 6 months, you can apply for lump-sum withdraw payments. Fill out the form	
	Return library books and other items you borrowed from ISSP	
	Return your Library Card, ID card, office key, etc.	
	Return your Residence Card to immigration at the airport.	