

List of necessary procedures when you leave JAIST

※Please contact the ISS about the procedures when you are temporarily away from JAIST for long period.

1. When you return to your home country after leaving or quitting JAIST

What	When	Note
Immigration Bureau		
☐ Return a residence card	at passport control counter	
City Office		
☐ Notice of moving out " <u>Tensyutsu</u> todoke"	from 14 days before the departure date	You need to take your residence card and National Health Insurance card.
☐ Return a National Health Insurance card	from 14 days before the departure date	If you take tax return procedure, you need to show your residence card and a document which shows the departure date, e.g. air ticket.
☐ Withdrawal procedure of National Pension	from 14 days before the departure date	You need to take your residence card and Basic Pension Number Notice (or National Pension Book).
JAIST		
☐ Send a photo of the page which shows departue stamp on the passport	Immediately after departure	Send it to the International Student Section by email
☐ Return a Student ID card	Before leaving JAIST	Return it to the Student Welfare Section
Post Office		
☐ Inform the post office of your departure to stop receiving postal matters.	Before leaving JAIST	You need to take your residence card with you.
JAIST Housing		
☐ Moving out procedure	Follow the email notice for the details	Contact: Student Welfare Section
☐ Cancel a gas contract	Before moving out of JAIST Housing	Contact: YUSHIN Co. TEL:076-252-6131
☐ Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i>	Before moving out of JAIST Housing	Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center
Bank		
☐ Close a bank account	Before leaving Japan	You need to take your bank book, Inkan, and residence card to the counter.

2. When you continue to stay in Japan after leaving or quitting JAIST

①Move to another city from the current city of residence

What	When	Note
Immigration Bureau		
☐ Change a residence status	Before completing the program at JAIST	Contact: International Student Section
☐ Submit a form of "Notification of the accepting organization"	Before completing the program at JAIST	Contact: International Student Section
City Office		
☐ Notice of moving out " <u>Tensyutsu</u> todoke"	Within 14 days before moving out	Contact: City office of your moving out *You need to take your residence card and National Health Insurance card with you to the office.
☐ Notice of Moving in " <u>Ten-nyu</u> todoke"	Within 14 days after moving in	Contact: City office of your moving in
JAIST		
☐ Return a Student ID card	Before leaving JAIST	Return it to the Student Welfare Section
Post office		
☐ Notice of moving in " <u>Tenkyo</u> todoke"	Immediately after moving in	You need to take your residence card that your new address is described in.
JAIST Housing		
☐ Moving out procedure	Follow the email notice for the details	Contact: Student Welfare Section
☐ Cancel a gas contract	Before moving out of JAIST Housing	Contact: YUSHIN Co. TEL:076-252-6131
☐ Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i>	Before moving out of JAIST Housing	Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center

②Continue to live in the present address

What	When	Note
Immigration Bureau		
☐ Change a residence status	Before completing the program at JAIST	Contact: International Student Section
☐ Submit a form of "Notification of the accepting organization"	Before completing the program at JAIST	Contact: International Student Section
City office		
☐ Notice of moving out " <u>Tenkyo</u> todoke"	Within 14 days after moving	Contact: City office *You need to take your residence card and National Health Insurance cacrd with you to the office.
JAIST		
☐ Return a Student ID card	Before leaving JAIST	Return it to the Student Welfare Section
Post office		
☐ Notice of moving "Tenkyo todoke"	Immediately after moving	You need to take your residence card that your new address is described in.
JAIST Housing		
☐ Moving out procedure	Follow the email notice for the details	Contact: Student Welfare Section
☐ Cancel a gas contract	Before moving out of JAIST Housing	Contact: YUSHIN Co. TEL:076-252-6131
☐ Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i>	Before moving out of JAIST Housing	Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center

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