

No.	【Check list before leaving Japan】		Remark
1	Student ID ・ Access Card	Return to educationl affairs section by graduation day	Do no leave any value of IruCa and CO-OP money in student ID. For full-time students, please receive your diploma in exchange of your student ID.
2	Form for graduating student	Form is in the first worksheet of this excel file. Submit by email by graduation day	Email address: kokyomu2@jim.ao.kagawa-u.ac.jp
3	Engineering faculty's laptop	Return at faculty office by graduation day	Delete all your personal data from laptop. Clean screen and keyboard before returning.
4	Dormitory/Apartment	Complete administration procedures for departure	Contact your real esatate office/dormitory manager as soon as your departure date is confirmed.
5	Utility services	Terminate service (water, gas, electricity)	Contact respective service companies as soon as your departure date is confirmed.
6	National health insurance service	Terminate service @ city council	Bring your insurance card, residence card, seal and information on your departure flight. The city office will settle your insurance money and will refund the amount if you are overpaid.
7	Bank/Post office account	Complete administration procedures for account closure	Do not close your account until you receive scholarship of final month or any other payments you expect to receive in Japan.
8	Change of address	Submit notification of change of address to post office	If you continue to stay in Japan for work, notify your new address in Japan.
9	Mobile phone service	Terminate service	Contact service company as soon as your departure date is confirmed.
10	Internet service	Terminate service	Contact service company as soon as your departure date is confirmed.
11	Rental bicycle	Return to owner (e.g. Takamatsu city, engineering faculty)	Make sure to repair damage before returning.
12	Alien registration card/Residence Card	Return at international airport on your departure date from Japan	