

## List of Necessary Procedures when Leaving JAIST after Completing Programs or for Off-Campus Research

Student Affairs Department, JAIST

Please complete the following legal procedures depending on cases before you leave Japan or move to another city.

### \*When you are leaving Japan

*A	*B	ITEM	WHEN	HAND BOOK
<input type="checkbox"/>	<input type="checkbox"/>	<b>Return the National Health Insurance Card.</b> (City Hall) - After returning the card, a temporary Health Insurance Card which is valid until the day you leave will be issued.	1 month before leaving	Chapter 3-2
<input type="checkbox"/>	<input type="checkbox"/>	<b>**If you have a family...</b> <b>Contact the schools/ kindergartens that your child/children attend.</b>	As soon as you decide to leave Japan	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Complete leaving procedures of Student Housing.</b> (Facilities Planning Section) - An e-mail about leaving procedures will be sent to you from the Facilities Planning Section	As soon as you receive an e-mail from the Facilities Planning Section	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Terminate gas contract</b> (Yuushin Tel: 076-252-6131)	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Return borrowing items (bicycles, rackets, etc.) and library books.</b> (Student Affairs Department, Library)	By the due date	Chapter 1-13
<input type="checkbox"/>	<input type="checkbox"/>	<b>Inform the post office of your leaving to stop receiving mail.</b> (Post Office) - Go to a post office with personal identification which has your address in Japan, such as your Alien Registration Card.	Before leaving Japan	
<input type="checkbox"/>	—	<b>Close your bank accounts.</b> (Hokkoku Bank & JP Bank) - Take your bankbook, HANKO(seal), and Alien Registration Card with you.	Before leaving Japan	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Clean up your trash.</b> - Separate trash according to category. Take large-size refuse to Nomi <i>Bika</i> -Center (the local disposal center) near JAIST with a ticket the Facilities Planning Section provides. <b>Do not leave any trash inside or outside of your room.</b>	Before moving out of Student Housing	
<input type="checkbox"/>	—	<b>Terminate vehicle registration</b> (Police station for automobiles, city hall for motorcycles under 250cc) <b>*Ask a car dealer for details.</b>	Before moving out of Student Housing	
<input type="checkbox"/>	—	<b>Return your Student ID Card.</b> (Student Affairs Department)	After moving out of Student Housing	Chapter 1-1
—	<input type="checkbox"/>	<b>Obtain Re-entry Permit</b> (Immigration Bureau Kanazawa Branch Office) <b>Submit Notice of Temporary Leave</b> (International Student Section)	Before leaving Japan	Chapter 3-5
<input type="checkbox"/>	—	<b>**If you do not have a Re-entry Permit...</b> <b>Return Alien Registration Card</b> (Departure Airport) - You need to return it to an Immigration Officer at the airport.	When you leave Japan	Chapter 3-1

### \*When you are moving to another city or town in Japan

*A	*B	ITEM	WHEN	HAND BOOK
<input type="checkbox"/>	<input type="checkbox"/>	<b>**If you have a family...</b> <b>Contact the schools/ kindergartens that your child/children attend.</b>	As soon as you decide to leave JAIST	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Complete leaving procedures of Student Housing.</b> (Facilities Planning Section) - An e-mail about leaving procedures will be sent to you from the Facilities Planning Section	As soon as you receive an e-mail from the Facilities Planning Section	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Terminate gas contract</b> (Yuushin Tel:076-252-6131)	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Submit the Change of Address Notice.</b> (Post Office) <a href="http://welcometown.post.japanpost.jp/etn/">http://welcometown.post.japanpost.jp/etn/</a>	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Return borrowing items (bicycles, rackets, etc.) and library books.</b> (Student Affairs Department, Library)	By the due date	Chapter 1-13
<input type="checkbox"/>	<input type="checkbox"/>	<b>Close your bank accounts or inform of your new address.</b> (Hokkoku Bank & JP Bank) - Take your bankbook, HANKO(seal), and Alien registration card with you. Procedures for Hokkoku Bank account can be completed by mail. <a href="http://www.hokkokubank.co.jp/other/faq/procedure.html">http://www.hokkokubank.co.jp/other/faq/procedure.html</a>	Before moving to your new address	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Clean up your trash.</b> - Separate trash according to category. Take large-size refuse to Nomi <i>Bika</i> -Center (the local disposal center) near JAIST with a ticket the Facilities Planning Section provides. <b>Do not leave any trash inside or outside of your room.</b>	Before moving out of Student Housing	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Register change of address</b> (Police station for automobiles, city hall for motorcycles under 250cc) <b>*Ask a car dealer for details.</b>	Before moving out of Student Housing	
<input type="checkbox"/>	—	<b>Return your Student ID Card.</b> (Student Affairs Department)	After moving out of Student Housing	Chapter 1-1
<input type="checkbox"/>	<input type="checkbox"/>	<b>Inform of your new address and apply for National Health Insurance at the city hall of the new city.</b>	As soon as you move to your new address	Chapter 3-2

\*A: Leaving JAIST after completing programs

\*B: Leaving for off-campus research and will be returning

: Necessary —: Unnecessary

**HANDBOOK for Students:**

<http://www.jaist.ac.jp/~gakusei/ryugaku/content.html>