

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"/>	Inform the city hall of your moving out. Return the National Health Insurance Card and Individual Number card/Notification for the Social Security and Tax Number System. (City Hall) - After returning the card, a temporary Health Insurance Card which is valid until the day you leave will be issued. - You will need your Individual number if you re-enter Japan. Please keep your cancelled card.	2 weeks before leaving	Chapter 3 3-II-1 3-II-2
<input type="checkbox"/>	—	Withdrawal Procedure of National Pension. (**If you will not re-enter Japan...) (City Hall)	2 weeks before leaving	Chapter 3 3-II-3
<input type="checkbox"/>	<input type="checkbox"/>	**If you have a family... Contact the schools/ kindergartens that your child/children attend.	As soon as you decide to leave Japan	
<input type="checkbox"/>	<input type="checkbox"/>	Complete leaving procedures of Student Housing. (Student welfare Section) - An e-mail about leaving procedures will be sent to you from the Student welfare Section	As soon as you receive an e-mail from the Facilities Planning Section	
<input type="checkbox"/>	<input type="checkbox"/>	Terminate gas contract (Yuushin Tel: 076-252-6131)	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	Return borrowing items (bicycles, rackets, etc.). (Student Affairs Department, Library, Research Center for Advanced Science and Technology)	By the due date	Chapter 2 2-12
<input type="checkbox"/>	<input type="checkbox"/>	Inform the post office of your leaving to stop receiving mail. (Post Office) - Go to a post office with personal identification which has your address in Japan, such as your Residence Card	Before leaving Japan	
<input type="checkbox"/>	—	Close your bank accounts. (Hokkoku Bank & JP Bank) - Take your bankbook, HANKO(seal), and Residence Card/ Alien Registration Card with you.	Before leaving Japan	
<input type="checkbox"/>	<input type="checkbox"/>	Clean up your trash. - Separate trash according to category. Take large-size refuse to Nomi Bika-Center (the local disposal center) near JAIST with a ticket the Student Welfare Section provides. Do not leave any trash inside or outside of your room.	Before moving out of Student Housing	
<input type="checkbox"/>	—	Terminate vehicle registration (Police station for automobiles, city hall for motorcycles under 250cc) *Ask a car dealer for details.	Before moving out of Student Housing	
<input type="checkbox"/>	—	Return your Student ID Card. (Student Affairs Department)	After moving out of Student Housing	Chapter 2 2-1
—	<input type="checkbox"/>	**If you will re-enter Japan after more than 1 year of your departure... Obtain Re-entry Permit (Immigration Bureau Kanazawa Branch Office)	Before leaving Japan	Chapter 4 4-3
<input type="checkbox"/>	—	Submit Notice of Temporary Leave (International Student Section)	When you leave Japan	Chapter 3 3-II-1
<input type="checkbox"/>	—	**If you will not re-enter Japan... Return Residence Card (Departure Airport) - You need to return it to an Immigration Officer at the airport.	As soon as you leave Japan	
<input type="checkbox"/>	—	Submit a copy of your passport - Send a page with the exit stamp by email.		

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

*A	*B	ITEM	WHEN	HAND BOOK
<input type="checkbox"/>	<input type="checkbox"/>	**If you have a family... Contact the schools/ kindergartens that your child/children attend.	As soon as you decide to leave JAIST	
<input type="checkbox"/>	<input type="checkbox"/>	Complete leaving procedures of Student Housing. (Student welfare Section) - An e-mail about leaving procedures will be sent to you from the Student welfare Section	As soon as you receive an e-mail from the Facilities Planning Section	
<input type="checkbox"/>	<input type="checkbox"/>	Terminate gas contract (Yuushin Tel:076-252-6131)	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	Submit the Change of Address Notice. (Post Office) https://welcometown.post.japanpost.jp/etr/	As soon as the day you move out is decided	
<input type="checkbox"/>	<input type="checkbox"/>	Return borrowing items (bicycles, rackets, etc.). (Student Affairs Department, Library, Research Center for Advanced Science and Technology)	By the due date	Chapter 2 2-12
<input type="checkbox"/>	<input type="checkbox"/>	Close your bank accounts or inform of your new address. (Hokkoku Bank & JP Bank) - Take your bankbook, HANKO(seal), and Residence Card/ Alien registration card with you. Procedures for Hokkoku Bank account can be completed by mail. http://www.hokkoku-bank.co.jp/other/faq/procedure.html	Before moving to your new address	
<input type="checkbox"/>	<input type="checkbox"/>	Clean up your trash. - Separate trash according to category. Take large-size refuse to Nomi Bika-Center (the local disposal center) near JAIST with a ticket the Student Welfare Section provides. Do not leave any trash inside or outside of your room.	Before moving out of Student Housing	
<input type="checkbox"/>	<input type="checkbox"/>	Register change of address (Police station for automobiles, city hall for motorcycles under 250cc) *Ask a car dealer for details.	Before moving out of Student Housing	
<input type="checkbox"/>	—	Return your Student ID Card. (Student Affairs Department)	After moving out of Student Housing	Chapter 2 2-1
<input type="checkbox"/>	<input type="checkbox"/>	Inform of your new address and apply for National Health Insurance at the city hall of the new city. * *If you move to a different municipality... Notify of moving out at the city hall of your previous residence	As soon as you move to your new address **Before you move	Chapter 3 3-II-1 3-II-2

*A: Leaving JAIST after completing programs

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

: Necessary : Unnecessary

HANDBOOK for Students:

<JAIST TOP PAGE → Student Life → Daily Student Life → HANDBOOK for Student>