

## 9-2 Leaving Japan

When you decide to leave Japan after your graduation, there are several things to take care of. As for the procedures at Keio, please submit your forwarding address and employment information at the time of completion of your studies, if you are studying as a regular undergraduate or graduate student and you decide to permanently leave Japan. This will enable Keio University to send you various university publications and announcements.



Also, please submit a “Post-Graduation Plans” (*shinro-todoke*) with details of employment information after graduation to the Career Services Section at SFC before you graduate. For further information, please ask the Career Services Section and see the following website:

<https://www.students.keio.ac.jp/en/com/career/report/>

Further, please check the information provided by the SFC Academic Affairs Office and Office of International Affairs. Return any library books or other materials you have borrowed and please do not forget to bring your student ID card at the graduation ceremony to receive your diploma.

### Moving out of your apartment

If you are living in a private apartment, you should give notice to the landlord at least one month prior to moving out. If you fail to contact them, in some cases the deposit you paid may not be refunded or used instead of payment for the rent for another month. Complete all the necessary paperwork for terminating your accommodation contract, and be sure to pay all outstanding rent and utility bills.

You also have to notify the gas and electric power company and the Waterworks Bureau of the moving-out date and ask the settlement of the account. For your TEPCO electricity account you can use their online service in English for notification: <http://www.tepco.co.jp/en/customer/guide/moving-e.html>. If you are using Tokyo Gas you can do the notification online, too, by using the Japanese language only homepage: <https://www.tokyo-gas.co.jp/en/procedures/moving.html>. If you are using LP gas, you need to call the respective company. Same goes for waterworks.

### Cancellation of phone service

If you have a telephone installed or using Internet at home, notify NTT and other telephone companies you may have contracts with of your moving date and ask settlement of the account. If you have a prepaid phone, or a mobile phone contact the mobile phone company, settle the account and pay your last bill. Contact the company in advance to inform yourself about what to do to cancel their service.

### Bank

If you have any, cancel credit cards issued in Japan. This is very important! One reason for the difficulties foreigners face when applying for credit cards is distrust towards foreigners caused by foreigners who have not cancelled their cards before leaving Japan. Close your bank account after making sure all bank transfers and payments are complete. Take note of the date of direct debit from your account if you have used a credit card.



## City Hall

Please return your National Health Insurance Card (*kokumin kenko hoken-sho*) to the municipal office of the city or ward of your residence and settle any outstanding payments. Those who set up automatic withdrawal need to be especially careful. File a moving-out notification (*tenshutsu todoke*) with the city hall or your ward office before leaving. The process is similar to moving-in. Be prepared, as city offices may require proof that you are leaving Japan (usually your return flight ticket). If you joined the Japan Pension Service, make sure to ask the office staff to complete the necessary process.



If you need to dispose of oversize garbage, ask the city hall officials, where you have to apply for the service. You may also check the information online on the website of your city hall.

## Residence Card

If you are leaving Japan, take your residence card with you to the airport and return it at immigration upon departure. Do not lose, dispose or forget it when leaving the country. If you wish to keep your card, show it to the immigration officer and ask if you might keep it as a souvenir. Sometimes they will allow you to keep it after voiding the card.

## Mail

Have your mail forwarded to someone you trust living in Japan. Mail will be forwarded for one year. Apply for the service by filling out the necessary form (*tenkyo todoke*) at your local post office or complete it online ([welcometown.post.japanpost.jp/etn/](http://welcometown.post.japanpost.jp/etn/)). You cannot have mail forwarded to a foreign address.

## Sending luggage

If necessary, start sending your belongings home as early as possible. Arrange for quotes from removal companies or mail items via Japan Post. The cheapest way to send items to a foreign country is mailing them by sea (*funabin*).

Sea mail takes one to three months depending on where you send it. If you want to send heavy items like books and magazines, use media mail (M-bag or *yūtai*) for a cheaper rate. In this case you may visit a major post office. For further information, see the link below or ask at your local post office.

Japan Post Guide: [https://www.post.japanpost.jp/int/ems/ryugaku/intl\\_student/index\\_en.html](https://www.post.japanpost.jp/int/ems/ryugaku/intl_student/index_en.html)

## Selling items you do not need

Since this process takes quite some time, start getting rid of your items you do not want to carry with you to your new home early. Recycle shops pay for various goods and sometimes offer a pick-up service, so you do not have to deal with transportation. Some shops may charge a small fee to trash items they cannot sell. Another option is to sell everything online, which will be more lucrative.