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
☐	☐	**Inform the city hall of your moving out. Return the National Health Insurance Card and Individual Number card/ Individual Number Notice.** (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
☐	—	**Withdrawal Procedure of National Pension. (**If you will not re-enter Japan…)** (City Hall)	2 weeks before leaving	Chapter 3 3-Ⅱ-3
☐	☐	**If you have a family…. **Contact the schools/ kindergartens that your child/children attend.**	As soon as you decide to leave Japan	
☐	☐	**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	
☐	☐	**Terminate gas contract** (Yuushin Tel: 076-252-6131)	As soon as the day you move out is decided	
☐	☐	**Return borrowing items (bicycles, rackets, etc.) and Surface.** (Student Affairs Department, Research Center for Advanced Science and Technology)	By the due date	Chapter 2 2-12
☐	☐	**Return library books** (Library)	By the due date	
☐	☐	**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	
☐	—	**Close your bank accounts.** (Hokkoku Bank & JP Bank) - Take your bankbook, HANKO(seal), and Residence Card with you.	Before leaving Japan	
☐	☐	**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	
☐	—	**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	
☐	—	**Return your Student ID Card.** (Student Affairs Department)	After moving out of Student Housing	Chapter 2 2-1
—	☐	** If you will re-enter Japan after more than 1 year of your departure… **Obtain Re-entry Permit** (Immigration Bureau Kanazawa Branch Office) **Submit Notice of Temporary Leave** (International Student Section)	Before leaving Japan	Chapter4 4-3
☐	—	**If you will not re-enter Japan… **Return Residence Card**(Departure Airport) - You need to return it to an Immigration Officer at the airport.	When you leave Japan	Chapter 3 3-Ⅱ-1
☐	—	**Submit a copy of your passport** - Send a page with the exit stamp by email. (International Student Section)	As soon as you leave Japan	

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

*A	*B	ITEM	WHEN	HAND BOOK
☐	☐	**If you have a family…. **Contact the schools/ kindergartens that your child/children attend.**	As soon as you decide to leave JAIST	
☐	☐	**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	
☐	☐	**Terminate gas contract** (Yuushin Tel:076-252-6131)	As soon as the day you move out is decided	
☐	☐	**Submit the Change of Address Notice.** (Post Office) https://welcometown.post.japanpost.jp/etn/	As soon as the day you move out is decided	
☐	☐	**Return borrowing items (bicycles, rackets, etc.) and Surface.** (Student Affairs Department, Research Center for Advanced Science and Technology)	By the due date	Chapter 2 2-12
☐	☐	**Return library books** (Library)	By the due date	
☐	☐	**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.	Before moving to your new address	
☐	☐	**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	
☐	☐	**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	
☐	—	**Return your Student ID Card.** (Student Affairs Department)	After moving out of Student Housing	Chapter 2 2-1
☐	☐	**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 Students〉

帰国前(修了時)に必要な手続の一覧
List of Necessary Legal Procedures When Students Leave