

Procedures at City offices when you leave Japan for good:

■ When you leave Japan after completing your studies, you will need to complete the following procedures at the city office in your area of residence.

■ Prepare your:

A. Passport

B. Residence card

C. National Health Insurance Card “国民健康保険証”

D. National Pension Handbook “国民年金手帳” (only for National Pension subscribers)

■ Procedures of moving out “転出届”

(1) Inform your leaving at the resident registration counter.

Please submit the "Notification of Moving Out (転出届)" to the Resident Registration Office first. This procedure must be completed before the withdrawal from National Health Insurance and National Pension.

(2) Withdraw and settle for National Health Insurance “国民健康保険”

Go to the municipal office where you live to complete the procedures for withdrawal from the National Health Insurance and return your insurance card. You will also need to settle any excess or deficit in your insurance premiums. Please pay the premiums at the counter in charge of National Health Insurance.

(3) Withdrawal from the National Pension Plan “国民年金” (for subscribers only).

Please contact the office in charge of the National Pension Plan.

■ Immigration Bureau

Before leaving Japan, be sure to fill out the "活動機関に関する届け出 (Reference Form 1-2 (Withdrawal))" <<https://www.moj.go.jp/isa/content/001343886.pdf>> and submit it to the Immigration Bureau. You can submit the form by bringing it to the Immigration Bureau, by mail, or via the Internet using the Immigration Bureau's electronic notification system.

■ Bank

Return your bankbook and cash card to the bank/post office and complete the procedures for closing your account. If you have utility bills or other payments that are deducted from your account, please make sure to settle them before closing your account.

■ Housing

Inform your landlord or real estate agent of your intention to move out at least one month before you leave Japan, or by the date indicated in the contract, and complete the contract cancellation procedures. When you move out, clean the room as you did when you first moved in. Large trash such as furniture and bedding is considered oversize trash. Please check with the city office of your area of residence before disposing of them. It is illegal to dump them illegally, so please be careful.

■ Electricity, gas, and water

Please cancel your electricity, gas, and water contracts and settle your bills.

■ Mobile Phone

Please go to the store of your cell phone company and complete the cancellation procedure.

■ Residence Card

When you leave Japan at the end of your study period, return your residence card to the immigration officer at the airport.