

# Japan Departure Guide

For International Students Preparing to Leave Japan  
Moving-out of your apartment, settling fees, and  
departing

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# Schedule

| Time                  | Description   | Notes  |
|-----------------------|---|--|
| 2 months in advance   | <p>Inform landlord of your moving schedule</p> <p>Inform Tohoku University</p> <p>Arrange a moving company</p> <p>Decide a moving date/date to return the apartment</p> | <p>During peak moving season, you may not be able to get your first choice of moving dates; you may have to rent a vehicle or ask friends to help you instead.</p> |
| 1 month in advance    | <p>Prepare to move (properly dispose of unneeded belongings)</p>  | <p>Oversize/bulky garbage (Except for televisions, refrigerators, washing machines, air conditioners) are picked up once every 2 weeks</p>                         |
| 2 weeks in advance    | <p>Ward office procedures</p> <p>Cancel electricity/water/gas/Internet provider etc.</p>  | <p>Find out how to close your bank account in advance</p>  |
| Moving day            | <p>Move/clean</p>   |  |
| Day after moving etc. | <p>Return keys/room inspection</p>  |  |
| After moving          | <p>Cancel mobile phone</p>  |  |
| Departure             |   | <p>Consider when to close your bank account, as you may have to pay final apartment/moving fees from it. However, do not fail to close your account.</p>           |
| 1-2 months later      | <p>Apartment cleaning estimate</p>  |  |
|                       | <p>Settle final fees</p>  |  |

## Prepare to move out of your apartment (at least 1 month in advance)

- Inform your landlord that you will be leaving at least 1 month in advance (Have them stamp the Notice of Termination (*Shometsu-Todoke*)\*)
- Make moving arrangements/preparations (arrange movers —may be difficult during the busy season)
- Decide your moving date
- Decide a date to return the apartment/undergo the inspection (apartment must be empty of all personal possessions when returning it)

\*Tohoku University Housing Joint Guarantor System Notice of Termination (if applicable)

(Reference) [TU Support "Moving"](#)

(Reference) [TU Support "Leaving Japan"](#)

# Lodgings after you move out

- After moving out of your apartment, you will probably have to stay in Sendai for 2 to 3 days for follow-up cleaning, the apartment inspection, and settling any fees related to restoring the apartment to its original state. Please arrange to stay at a hotel or other short-term lodgings.

# Moving out

- Pack carefully so as not to leave any belongings behind. Ask friends for help if necessary.

\*Warning\*

Do not leave belongings in your room or the building's public spaces. Do not illegally dump unwanted items.

When disposing of oversize items, arrange in advance to have them picked up.

## Return the apartment/undergo inspection

- The landlord or a real estate agent will inspect the room (during weekday business hours) with you. If you are uncomfortable doing this in Japanese, it is advisable to bring a Japanese speaker to interpret.
- Note: Charges for repairs and cleaning will vary depending on the condition of the room.

# Settle fees

- Cleaning etc. will be billed later.\* Ask for details at the room inspection. If there is not enough time to settle all the fees before you leave Japan, provide contact information, such as an email address so that you can make payment after you leave.

\* In general, it takes 1 to 2 months. It can take an especially long time when moving during March.



# Personal belongings (bicycles)

- If you bought the bicycle from a shop, you can usually pay a fee to return it for disposal.
- You can also pay Sendai City to pick it up as oversize garbage (JPY 400).
- If you wish to give your bicycle to someone, also give them your bicycle registration papers so they can register it under their own name.
- Do not leave your bicycle on campus, at your dorm/apartment, or on public property, roads, etc.

## Personal belongings (bulky furniture etc.)

- We suggest taking large items to a Recycle Plaza in Sendai or a used furniture shop.
- Oversize garbage is picked up by the city once every 2 weeks, so make your preparations well in advance.
- You can also take oversize items to the collection center yourself.

# Tohoku University procedures

- If you are withdrawing from the university, please submit a "Withdrawal Application," together with your Student ID Card, by the designated date. For details on the procedures and submission deadlines, please inquire at the Educational Affairs Section at your faculty/graduate school.
- If you are graduating/finishing your curriculum, return your Student ID Card to the Educational Affairs Section at your faculty/graduate school. (Usually, you return your ID when you pick up your diploma.)
- If you are a scholarship recipient, confirm what procedures and documents are necessary when departing Japan, withdrawing or leaving from the university.
- Confirm whether or not you need to perform any procedures, submit any documents, pay any fees, or return any items at your faculty/graduate school/laboratory.
- Once you have decided on a departure date, inform your academic advisor.

# Ward office procedures

- Bring your Residence Card, passport, National Health Insurance card, Social Security and Tax Number (My Number) Notification Card, National Pension System passbook, and about JPY 6,000 cash.
  - Submit a "Moving-out Notification" at the ward office Census Registration and Citizens Division (Koseki Juuminka). If you are departing Japan, you can also withdraw from National Health Insurance and the National Pension System.
  - You will have to settle any remaining health insurance, pension, and water fees.
  - If you are moving to another city/town within Japan, tell the ward office staff and follow their instructions.
- \*When moving to another municipality, you should receive a Moving-out Notification at the ward office. It is needed for moving-in procedures.

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(Reference) [TU Support "Leaving Japan"](#)

(Reference) [TU Support "Social Security and Tax Number System"](#)

# Residence Card procedures

- Give your Residence Card to the officer when you get through departure inspection at the airport. The card will be invalidated (a hole will be punched through it) and returned to you.
- Within two weeks of leaving the country, send a Notification of the Leaving from the organization for the activity (with a photocopy of your Residence Card) to the Immigration bureau of Japan by post. (This can be submitted online if you register in advance.)

# Warning (duration/purpose of stay)

- Even if your Residence Card is still valid, it is illegal to remain in Japan under Student status after your enrollment at Tohoku University has ended. Therefore, you must leave Japan immediately after graduating, completing your curriculum, or withdrawing.
- If you plan to remain in Japan, change your status of residence. (Example: "Designated Activities" (requires letter of recommendation from Tohoku University) for job hunting etc.)

# Warning (bank account)

- Do not abandon your bank account. Be sure to close it before leaving Japan.
- If you abandon your account and it is blacklisted by the authorities to prevent it from being used for criminal activities, it will be impossible for you to open a new account if you return to Japan.
- If you have a Japan Post Bank account, you can close it at any branches.

# Dormitory move-out schedule

|  |                                |  |
|--|--------------------------------|--|
| At least 1 month before vacating your room | Submit move-out form           |  |
|  | Arrange a room inspection      |  |
| Day set by dorm office                     | Undergo preliminary inspection | 1-2 times  |
|  | Prepare to move out            | <ul style="list-style-type: none"> <li>-Submit change-of-address form at post office</li> <li>-Ward office moving-out notification</li> <li>-Pack up/dispose of all belongings (Do not leave anything behind!)</li> <li>-Clean your room, as per the cleaning checklist</li> </ul> |
| By the move-out date                       | Undergo final inspection       |  |
|  | Settle any outstanding fees    | <p>Remaining deposit money will be transferred to your account several days later (UH Aobayama residents, those remaining in Japan).</p> <p>If you end up owing additional fees, pay them by bank transfer.</p>  |

\*Residents of UH Sanjo I, II, III, Nagamachi, Katahira, and Tohoku University International House who will leave Japan immediately after moving out can apply for same-day settlement with their deposit.