

6. PROCEDURES for LEAVING NUT

When you have completed your degree and graduate, you must finish several procedures before leaving Nagaoka. Be sure to complete all of the following procedures to prevent troubles later on. International students are expected to act as a bridge to promote mutual understanding and friendship between Japan and your home country. You are, therefore, encouraged to express your cordial appreciation to those who took care of you and supported you during your stay so as to promote continuous friendship.

1. In the University

[Questionnaire upon Graduation] Inform Int'l Student Affairs of your e-mail address, new home address, place of employment or name of higher school if proceeding with study. We wish to provide you the latest information of NUT and alumni services/activities, and to establish a network with former international students of NUT. The (Google) form can be accessed from the website of the Section of Int'l Student Affairs.

https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/Before_Leaving_NUT.html#cms2BE87



[Report of Future Employer] Please make sure to fill out a "Report of Future Employer" regarding your future plans (employment or further education) in the Academic Affairs System.

For more details, refer to the website of the Section of Career Counseling or instructions posted in the ILIAS.

This is not necessary for non-regular students.

This is essential for us to understand your employment situation, compile statistical data, and respond to inquiries from the MEXT and the Ministry of Health, Labour and Welfare.

Academic Affairs System

https://www.nagaokaut.ac.jp/kyoiku/gakusei_system/info_ictsys.html



Section of Career Counseling (Internal only)

<https://www.nagaokaut.ac.jp/gakunai/designated/syuusyoku/syuusyoku.html>



2. Outside the University

◆ Moving Out of Apartment

[Inform the moving date] Notify your landlord or real estate agency, at least 1 month prior to the check-out date. Otherwise, you may be imposed an additional month's rent.

[Last Check-up] Empty the room, clean thoroughly, and have the last check-up by the owner/agency. Depending on the last condition of the room, cleaning/repairing fees are charged. Try your best to restore its original condition. If you have paid *Shiki-kin* up-front, and if less amount is needed for cleaning/repairing, what is left afterward may be returned to you.

[Dispose Trash] Follow the Nagaoka city's guideline when disposing furniture or belongings.

[Stop Utilities] Inform the Electricity, Gas and Water companies to stop the service. It can be done online, but only in Japanese. Make the last payments in the manner as directed. You may be asked to be present at the last meter-check to clear off the last payment in cash then.

[Cancel Internet] Make sure to cancel the contract.

[Housing Insurance by JEES] The insurance by JEES you bought will be cancelled. You may request a refund of any unearned premium. Contact Int'l Student Affairs.

◆ Moving Out of University Dormitory

[Inform the moving date] Notify the Student Support, Student Affairs at least 1 month prior to your moving date. Make an appointment for the last check-up by Student Support, which can be conducted only on weekdays.

***For LinkTeCH House residents:** Inform *Hirose-no-Chintai* Company at least 3 month prior to your moving date. Make an appointment for the last check-up, and please also inform Int'l Student Affairs of your moving date.

[Last Check-up] Empty the room, clean thoroughly, and get the check-up by Student Support. The meters of electricity, gas, and water meters are read then. The utility charges, together with any outstanding bill must be paid in cash. Do not hesitate to report any damages and/or malfunctions for the sake of the next resident.

[Trash] Follow Nagaoka city's guideline when dispose furniture/belongings. Do not leave anything behind.

◆ City Office

[Notify the Move-out] Whether you are staying in Japan or not, you must submit a Moving-out Notification, *Ten-shutsu-todoke*, from the city office. You will need a Moving-out Certificate, *Tenshutu-shomei-syo*, you will receive in exchange of *Ten-shutu-todoke* to make registration at the new city, in case of leaving Nagaoka to another city in Japan.

You have to submit the *Tenshutu-shomei-syo* to the new city office within 14 days of moving in.

[Health Insurance] Notify the city office of your withdrawal from National Health Insurance and return your National Health Insurance Card. Please pay for any unpaid premium then.

[Change of Schools] If you have elementary or junior high school children, you have to notify the Nagaoka city office of a school transfer. You should ask the current school and the new school what documents you should gather in advance. "Certificate of Student Status" and "Academic Transcript" in English may be available upon request to the current school. Please consult Nagaoka Board of Education at Nagaoka city office for details.

◆ Bank

[Close Account(s)] Close your bank account(s) and cancel a credit/ATM card. Also, make sure to complete all payments BEFORE stopping the automatic transferring system connected your account.

If you have a scholarship transfer and any kind of automatic withdrawal, please inform Int'l Student Affairs of the date that you plan to close your account.

In order to prevent your account from being misused, **DO NOT give your account to someone else. Make sure to cancel your credit card which is connected to your bank account as well. Or, re-connect a different bank account to your credit card.**

◆ Post Office

[Mail Forwarding Service] Available only within Japan, free of charge. You can apply online in Japanese. Mails will be delivered to your new address in Japan. If you plan to return to your home country, it is recommended to forward the mail to your friends who will continue to stay in Japan.

◆ Vehicles

[Transfer of Ownership] When you give someone your vehicle, you are responsible to transfer your vehicle ownership to the new owner.

[Dispose a Vehicle] When you are no longer in need of a vehicle, Declaration of Disuse of a Vehicle, *Haisha-Tetsuzuki*, is required. Otherwise, the owner will remain a subject to taxation in following years. Overpaid tax will be refunded in monthly installment. Do NOT leave your unused car at NUT.

[Cancel Insurance(s)] When you cancel your insurance, *Jibaiseki and Nini*, you may request a refund of the unearned premium.

◆ Mobile phone Carrier

Make sure to cancel the contract and clear off the payment. Don't forget to cancel the contract of your SIM card as well.

◆ **Immigration Service Agency**

[Inform ISA] If you intend to stay in Japan after your graduation, you must submit the following notification to the Immigration Service Agency within 14 days after graduation.

If you have found a job or you are going to study at another university in Japan,

→“**Notification of the Accepting Organization (transfer)**”

If you will continue your job hunt in Japan and apply to change your status from “Student” to “Special Activities”

→“**Notification of the Accepting Organization (left • transfer)**”

You can do this process online of ISA or by post. If you plan to return to your home country right after graduation, you do not have to submit this form. You only need to return your Residence Card to an immigration officer at the airport on your departure.

https://www.moj.go.jp/isa/applications/procedures/shozokunikansuru_00001.html?hl=en



[Return your Residence Card] Make sure to return your Residence Card to an immigration officer at the airport on your departure.

◆ **Other**

Inform and pay gratitude to people who have supported you during your stay in Japan



● Check List: BEFORE Leaving NUT ●

Please complete all of the following before you leave NUT.

● **At the University**

- Inform your supervisor of your leaving date and check what you need to do before leaving.
- Submit "Career Sheet" to Int'l Student Affairs. No need to do this if you are a non-regular student.
- Apply for "Academic Transcript" and "Certificate of Graduation" at the Academic Affairs Office in advance with enough time.
- Return books and library materials to the Library.

● **Residence**

- On-campus dormitory residents: submit a "Vacate Notice" to the Student Support, Student Affairs and book your moving out date in the online system.
Apartment residents: notify landlord/real-estate agency of your moving out date at least 1 month prior to the checkout date and make an appointment for the last check-up.
- Inform the electricity, gas, and water company to stop the service. Make the last payments in the manner as instructed. On-campus dormitory residents do not have to do this.
- Clean your room thoroughly.
- Dispose furniture and belongings properly following the City's guideline. DO NOT leave anything behind.
- On the day of move-out: get the check-up by landlord/real-estate agency. If you paid guarantee deposit, *Shiki-kin*, cleaning/repairing fee will be deducted from the *Shiki-kin*. You may get refund, if any.
- If you bought the house insurance by JEES, you may request some refund of remaining premium. Request at Int'l Student Affairs.
- If you have roommate(s), ask your landlord/agency whether you need to transfer the contract person.
- If your guarantor is NUT and wish to continue to live in the same apartment, must find a new guarantor. Contact Int'l Student Affairs.

● **City Office**

- Inform the city office of your moving-out.
- Withdraw from National Health Insurance and pay off the unpaid fee, if any.

● **Immigration Office**

- Submit "Notification of the Accepting Organization" to the Immigration office within 14 days after graduation. You can do this by post or online.
*No Need to submit this form if you go back to your home country right after graduation or had a permission to change your visa status within 14 days after graduation.
- If you are employed in Japan, change your visa status.
- Return your Residence card to an immigration officer at airport on your departure.

● **Vehicles**

- When giving/selling your bicycle to someone else: the new owner has to register for Theft Prevention. Without completing the registration, he/she may be suspected of robbery.
- When you give/sell someone your car or motorbike, you must transfer the ownership to new owner.
- To dispose a vehicle: Declaration of Disuse of a Vehicle is required. If you have overpayment of Vehicle Ownership Taxation, you may receive the tax refund.
- Cancel both Liability Insurance and Voluntary Insurance. Request for a refund of unearned premium.

● **Other**

- Close your bank account. Make sure that there's no transfer or automatic withdrawal scheduled.
- Apply to mail forwarding service at the post office. Your mail will be forwarded to the new address in Japan for up to 1 year.
- Contact your mobile phone and Internet companies to cancel the contract and clear off the payment.

3. Job Hunting in Japan

Job posting is available at the University's website, 'Career-tasu UC', in Japanese only. Other information concerning job search are available at the Section of Career Counselling, Student Affairs or career counselling office in each department. If you wish to get a job in Japan, you should actively join career guidance including special guidance for international students, workshops, or group sessions occasionally held at NUT. You may also visit the career advisor in your department for advice regarding job search. Please note that Japanese proficiency with level of JLPT N1 or N2 may be required for job hunting in Japan. We recommend you to take Japanese language class actively.

When you are promised/committed with a job, no matter in which country, please submit 'Report of Future Employer' on 'Academic Affairs System (LiveCampus)'.
https://www.nagaokaut.ac.jp/kyoiku/gakusei_system/info_ictsyst.html



If you cannot find a job before graduation but wish to continue job hunting in Japan, you may change your visa status to 'Designated Activities' and stay in Japan for another 6 months. Please refer to page 28 for the procedure. If you have any questions about job hunting, please contact Career Counseling, Student Affairs (ext9251/9252).

Website of the Section of Career Counseling (Internal only)
<https://www.nagaokaut.ac.jp/gakunai/designated/syuusyoku/syuusyoku.html>



◇ **Career-tasu UC** (Japanese only)

<https://st.uc.career-tasu.jp/login/?id=e1cc13f821a4eed280d04dce198e169e>

- The Job posting that the university has received can be searched and browsed.
- User ID / Password will be announced separately.



4. Follow-up Service by JASSO for International Student

JASSO offers the following assistances to former international students who return to their home countries: http://www.jasso.go.jp/en/study_j/exchange/index.html



◆ Follow-up Research Fellowship

This program provides opportunities for international students who have returned to their countries after having studied in Japan and who are currently active in education, academic research or public administration, to be invited to a Japanese university to conduct joint research with relevant academics for 90 days at longest.

If you are interested, please ask your supervisor in NUT for application.

◆ Follow-up Research Guidance

Through this program, JASSO dispatches supervisors to visit international students who have returned to their countries after having studied in Japan and who are currently engaged in education or research at schools to provide advice and academic support. Those who return to home country for less than 5 years is eligible.

If you are interested, please ask your supervisor in NUT for application.

◆ Japan Alumni Global Network

The Japan Alumni Global network provides the latest information on Japan, employment support information, experiences stories and so on that are useful for whom have studied in Japan as international students.

<https://www.facebook.com/jasso.japanalumniglobalnetwork>



5. Returning to Japan as a Monbukagakusho (MEXT) Scholarship Student

Former international students who have returned to their home country after completing their studies and wish to return to Japan for higher degree may be able to apply for MEXT Scholarship. However, former MEXT Scholarship Students are required to have at least 3 years' experience in teaching/research after returning to their home countries. (Former Japanese Studies Students and Young Leaders' Program Students are eligible to apply without the need of fulfilling the above requirements.)