

Checklist for Departing Fulbright Grantees

Each of these items is, we feel, important. Please check items off as you complete them.

Fulbright Office (JUSEC)

- Submit a return travel request form to JUSEC.
- Submit online final report to IIE or IIE/CIES.
- Submit "Evaluation of Fulbright Experience" to JUSEC.
- Submit final project paper and reflection paper to JUSEC. ("Fulbright Fellows" only)
- Set up a debriefing appointment. (Not necessary for a Japan specialist.)

IIE/CIES/Fulbright Association

See the websites below for alumni-related information:

- IIE (for students): <https://us.fulbrightonline.org/alumni>
- IIE/CIES (for scholars): <https://fulbrightscholars.org/fulbright-scholar-alumni-guide-and-resources>
- Fulbright Association: <https://fulbright.org/>

University

- Meet with your advisor and inform him/her when you intend to leave Japan.
- Check the necessary procedures you must follow with the international students/scholars office or academic affairs office. (e.g. tuition payment, etc.)

Housing and Utilities

- Inform the housing agent/dormitory manager of your moving date and arrange a final payment arrangement.
- Contact utility companies including telephone and cell phone companies to cancel your contracts and pay the final charges.
- Leave sufficient money with your friend to pay on your behalf in case your final bills cannot be issued prior your departure.
- Clean your apartment/dormitory room and dispose of any furniture, recycle items, and garbage in the specified areas.
- Make arrangements to ship back personal belongings to the U.S. Refer to Terms and Conditions for details.

City/Ward Office

- Return your national health insurance (国民健康保険) card and settle your accounts. If you fail to do this, bills will be sent to you even after your departure, and JUSEC will be billing you appropriately.

Banking

- Close your bank account if you no longer need to use it to make payments or receive grant payments. If you have final utility bills coming in the following month, do not cancel your account, and leave sufficient money in the account to cover your bills.

Airport

- Return your resident card (在留カード) to an immigration inspector.