

Things to Do Before Leaving Japan

Here are the list of things you need to do before you go home.

[IMPORTANT]

- Your residence card **becomes invalid** upon completion of the program, regardless of the expiration date printed on it. While Japanese immigration may allow a short grace period for departure preparations, this is generally understood to be a few weeks only.
- If you cannot attend our support sessions; **you must complete the procedures by yourself.**
- **The procedure can be done at the ward office up to one month prior to your leaving Japan date.**



Complete the form to sign up for support sessions

[Departure Preparation Form](#)

Deadline: January 7, 2026



Ward Office Support Session

We will be going to the ward office and complete the procedure on below dates.

Date	Time	Meeting Place
January 26-30	9:30	Office of International Affairs
	13:00	

REMEMBER TO BRING:

- Passport
- Residence card
- Certificate of Health Insurance Eligibility
- 10,000 yen cash to pay for National Health Insurance
- Confirmation of your flight home (screenshot)
- My Number Card (if you have one)

WHAT WE DO AT THE WARD OFFICE:

- Cancellation of the residence status
- Pay for the National Health Insurance
- Cancellation of the National Pension System



Bank Account Closure Support Session

We will be going to the Japan Post Bank and close your account on below dates.

Date	Time	Meeting Place
February 2-4	9:30	Office of International Affairs
	13:00	

REMEMBER TO BRING:

Residence card, cash card, bankbook (if you have one)

JASSO Scholarship recipients should attend this:

Last bank transfer will be January 26, 2026.

Things to Do Before Leaving Japan



Leaving I-House

- You need to leave I-House by **February 13, 2026 14:00PM**. No further stay will be permitted.
- You will fill out “Moving out Checklist” upon leaving.
- When moving out, please dispose of garbage according to the designated method and restore the room to its original condition.



Other Procedures to be completed by yourself

- Cancel your SIM
- Visit university COOP office (upstairs of university’s 2nd cafeteria) to get reimbursement of your membership fee of the liability insurance
- If you have borrowed books from the university library, please return them.
- Return your residence card at the airport when you leave Japan.



Shipping Luggage

If you would like to send your luggage to your country before returning home, please refer to the website below.

【Guide】 [How to send packages overseas Beginner's Guide - Japan Post](#)

【Application】 <https://www.int-mypage.post.japanpost.jp/mypage/M010000.do>

Please note that the I-House office cannot provide any items necessary for shipping (e.g., tape, cardboard, etc.). However, scales can be borrowed at the I-House office, and cardboard boxes can be purchased at the post office.

Additionally, please ensure you take your luggage to the post office at least 3 days before your move-out date. If you go to the post office on the move-out date, they may not accept it due to insufficient paperwork.



Your Transcript

Grades for Term 4 will be released on February 17, 2026. Once the grades are finalized, Saitama University will issue your transcript and send it to both you and the coordinator of your home university via email. Please note that any classes in which you received a grade of D or F will not appear on the transcript. However, these grades are included in the GPA calculation.

For a complete overview of your academic record, please refer to Campus Square.

If you need assistance, please ask your tutor or visit us at Office of International Affairs.