

# Returning Home Checklist

We have put together this checklist to help you make your transition back home as easy as possible.

## University matters

- ☐ Update your details on myUNSW (address, email, phone).
- ☐ Your University email will expire so make sure your alternate email is update.
- ☐ Check your name is correctly spelt in myUNSW and if not complete the 'Correction of Personal Details' form available from Student Central.
- ☐ Pay any debts with the University including library fines so you can receive your transcript and graduate.
- ☐ Order copies of your Award Statement (free) and/or Academic Transcript (\$35 for 2 copies) if you need them right away. Do this once your final grades have been finalised and your graduation status has been updated to 'Awarded' in myUNSW.
- ☐ Make time to say farewell to friends, academics and other staff. Don't forget to exchange details.
- ☐ Join the UNSW Alumni network.

## Accommodation & Utilities

- ☐ Review your lease and check how much notice you need to give to landlord. Give at least 4 weeks' notice in writing.
- ☐ Arrange for your bond to be returned. You can discuss this with your landlord /agent or complete the 'Claim for Refund of Bond Money' form and return to Fair Trading. You do not need the landlord's /agent's signature.
- ☐ Clean your accommodation and organise time for an inspection and returning keys.
- ☐ Utilities (electricity/internet/gas) – contact the companies to have these services disconnected and give them forwarding address for final bill. p

## Financial & Practical matters

- ☐ Close bank accounts or contact your bank for advice on account options to avoid bank fees/charges.
- ☐ Pay any outstanding amount on your credit cards.
- ☐ Pay all bills and leave money with a friend.
- ☐ Ask the Post Office to redirect your mail or ask you friend to forward your mail to you.
- ☐ Submit any medical claims. Get your personal and family medical records from your doctor!
- ☐ Overseas Student Health Cover (OSHC) – you may be entitled to a refund.

## Tax Return & Superannuation

- ☐ Give notice to your employers and arrange to collect final pay.
- ☐ If you're leaving Australia permanently and not receiving Australian sourced income you are eligible to lodge an early tax return and access your superannuation.
- ☐ For more information about your tax returns and how to claim superannuation payments contact Australian Taxation Office (ATO) on 132861 or [www.ato.gov.au](http://www.ato.gov.au)
- ☐ 'Departing Australia Superannuation Payment (DASP)' and can be downloaded online and must be submitted once you have permanently departed Australia and your visa is inactive (you can save your application before this time).
- ☐ To apply you will need details of your super fund such as the name and account number, your TFN and your employer's details and send a copy of your passport
- ☐ Provide a forwarding address to ATO!

## **Prepare for employment/ Job search**

- ☐ Use the UNSW Careers & Employment Service and resources.
- ☐ Prepare your resume and attend Careers Expo.
- ☐ Apply to register with professional bodies or associations where appropriate.
- ☐ Organise personal/professional references - find referees – supervisor, lecturers, employer.
- ☐ Build professional networks (ask faculty for names of professionals, organisations and potential employers).
- ☐ Take home samples of your work.
- ☐ Join the UNSW Alumni network! Is there an alumni group in your home country?  
<https://alumni.unsw.edu.au/>

## **Travel**

- ☐ Book your flight home – consider your last exam, the release of results. Don't forget to ask for student rates.
- ☐ Make sure have a valid visa and passport.
- ☐ Let your family and friends know when you arrive so they can prepare for you return home too.
- ☐ Don't forget to buy some souvenirs for family and friends at home.
- ☐ Do last minute tourist activities and take as many photos as you want.
- ☐ Make arrangements to get to the airport early, especially if you have a lot of baggage.

## **Packing & shipping belongings**

- ☐ Return borrowed items and allow at least 4 weeks to sell or give away unwanted goods e.g. [Freecycle](#), [gumtree](#), [ebay](#), [Bower](#), [Salvos](#).
- ☐ For unwanted belongings organise a clean-up with Council as dumping waste on the streets, footpath or next to bins is a crime in Australia.
- ☐ Consult embassy or consulate about customs regulations.
- ☐ Investigate options for unaccompanied and excess baggage with your airline.
- ☐ Consider methods and costs of shipping your belongings home. Search 'transport and forwarding agents' or 'baggage agents' or 'air cargo services'.

## **Other**

- ☐ Inform sports clubs and community groups to which you belong of your departure.
- ☐ Get your children's school records!