

# Checklist of necessary procedures before leaving Japan

## ☐ Terminate apartment lease

Consult with **Real estate agency** and make an appointment for a date and time for room check. Usually 1 month to 2 months' notice is required.

Leaving date:  
Room check Time:  
Method of payment:

## ☐ Terminate parking lot contract

If applicable, consult with **Real estate agency**

## ☐ Cancel Co-op membership

Please visit, with Residence Card or Student ID Card, **Special counter by Co-op** for cancellation of membership (Only in March). In case of Fall graduation, please visit **a service counter at the nearest Co-op store**.

## ☐ Dispose bulk trash/waste

Please refer to the community rules of your residence. For particular Home Electronics (Air conditioner, TV, Refrigerator, Washing machine), please contact the nearest "Best Denki" or a retail shop where you purchased these items.

Fukuoka city:  
<http://www.city.fukuoka.lg.jp/kankyo/kateigomi/life/katei-bunbetsu/sodaigomi.html>  
Kasuga city:  
<http://www.city.kasuga.fukuoka.jp/life/gomikankyou/gomidashi/dasikata/sodaigomi.html>  
Onojo city:  
<http://www.city.onojo.fukuoka.jp/kurashi/gomi/gomidashi/sodai.html>

Please visit a **city(ward) office** to go through following procedures

## ☐ Submit a notification of moving out

## ☐ Cancel National Health Insurance

Please return National Health Insurance Card and settle any outstanding payments.

## ☐ Cancel National Pension Registration

If applicable

## ☐ Return Notification card/ Individual card of "The Social Security and Tax number System"

For the detail, please go to  
<http://www.isc.kyushu-u.ac.jp/supportcenter/english/11139.html>

[required documents]

- Residence Card
- Personal Seal (if you have)
- National Health Insurance Card
- National Pension Book (Subscriber only)
- Notification Card or Individual Card

## ☐ Terminate Credit card contract

Please call **Credit card company** and make sure of the amount of outstanding payment as well as method of payment

Please notify the following suppliers of public utilities and settle any outstanding payments.

## ☐ Cancel gas contract

Please contact **gas company**

Termination date & time:

Method of payment:

## ☐ Cancel electricity contract

Please contact **electricity company**

Termination date & time:

Method of payment:

## ☐ Cancel water contract

Please contact **Waterworks Bureau**

Termination date & time:

Method of payment:

## ☐ Cancel cellphone contract

Please visit **a cellphone company** with cellphone, Residence Card or Passport, and Personal Seal (if you have)

## ☐ Cancel internet service contract

Please contact **Internet provider** and ensure to return Modem/Router if rented.

\*Please confirm cancellation procedure more than **1 month in advance**.

## ☐ Close a bank account

Please visit **a bank** with Bankbook, Cash Card, Personal Seal and Residence Card

## ☐ Cancel bicycle theft prevention registration

Please visit a police station to cancel registration.

[required items]

- Registration Card
- Residence Card or Passport
- Bicycle

## ☐ Return Residence Card

Please return Residence Card **at the airport**

### [Gas]

Saibu Gas Co.:

[http://www.saibugas.co.jp/move/teishi\\_detail.htm](http://www.saibugas.co.jp/move/teishi_detail.htm)

(Telephone application)  
092-633-2345

### [Electricity]

Kyushu Electric Power Co.

(Telephone application)

Fukuoka city East ward: 0120-986-204

Fukuoka city Central ward, Fukuoka city Hakata ward: 0120-986-205

Kasuga city, Onojo City: 0120-986-207

Ito Campus area: 0120-986-206

### [Water]

Fukuoka City Waterworks Bureau:

<http://www.city.fukuoka.lg.jp/mizu/eigyo/0014.html>

(Telephone application)  
092-532-1010

### [Cellphone company]

Docomo:

[https://www.nttdocomo.co.jp/support/procedure/change\\_release/release/cancel/index.html](https://www.nttdocomo.co.jp/support/procedure/change_release/release/cancel/index.html)

au:

<http://www.au.kddi.com/support/mobile/procedure/contract/cancel/cancellation/procedure-cancel/>

Softbank:

<http://www.softbank.jp/mobile/support/cancellation/procedure/>

**1 month before**

**2 weeks before**

**Several days before**

**Departure day**