

I - (1) Procedures to be followed by those moving out of international student dormitory

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
2 weeks before moving out	<input type="checkbox"/>	Submission of Notification of Leaving (via email)	IAD	• Please fill out and submit the prescribed form.
	<input type="checkbox"/>	Payment of dormitory rent	One of the following: A bank, a post office or the Treasurer, Accounting and Procurement Division	• Bring the transfer form with you. • Students will be charged one month's dormitory rent even if they move out in the middle of the month. Once paid, the dormitory rent is non-refundable. (Article 68 of the school regulations)
1 week before moving out	<input type="checkbox"/>	Cancellation of gas contract	Tobu Gas Co. (TEL : 018-832-6595)	• Gas is contracted directly between the resident and Tobu Gas Co. • Call Tobu Gas and inform them of the date you wish to discontinue use. (Weekends and holidays are also acceptable.)
By the time of room check	<input type="checkbox"/>	Room cleaning	None (Residents will do by themselves)	• Return the room to the condition it was in when you moved in (i.e. the room is empty). • Clean the bath, toilet, desk, chairs, refrigerator, etc. • If the room is extremely dirty or damaged, IAD will request and charge for cleaning and repair. • Garbage must be disposed of at the designated date, time, and location, so please plan accordingly.
1 day or 2 days before moving out (Weekdays, 9:00 a.m.-12:00 p.m.)	<input type="checkbox"/>	Room check (You need to be in your room)	IAD	• The dormitory manager will visit the room and conduct an inspection. The inspection takes about 10 minutes. • The resident must be present in the room on the day of the room check. • After the check, the manager will inform you of the amount of the final payment for "electricity, water and management fees".
1 day before moving out or on the day moving out	<input type="checkbox"/>	Payment of electricity, water and Management fees	IAD	• Please pay the amount told by the manager at the IAD counter after the room inspection. • Please visit IAD with exactly the right amount of cash so that you do not need change.
1 day before moving out or on the day moving out (The day you would like to stop the gas)	<input type="checkbox"/>	Gas shut-off (You need to be in your room) Payment of gas fee	Tobu Gas Co.	• An employee of Tobu Gas Co. will visit the room and turn off the gas meter. The process takes about 10 minutes. After this procedure, gas cannot be used. • The resident must be present in the room on the day of the work. • After the work is done, an employee of Tobu Gas Co. will inform you of the amount of your final gas fee, which you must pay in cash on the spot.
The day moving out	<input type="checkbox"/>	Return of the room key	IAD	• Please bring it to the IAD counter.

I - (2) If you move out of the international student dormitory and return to your own country, the following procedures are required in addition to I - (1).

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
1 month or 2 weeks before moving out	<input type="checkbox"/>	Submission of Notification of Moving Out	Akita City Hall Citizens Division	• Please complete the procedures after your return date is fixed. (Withdrawal dates for National Health Insurance and National Pension will be on the same date as your move-out date. • Things to bring: passport, residence card, national health insurance card and My Number card (if you have one) • After the procedure, you will receive an envelope to return your health insurance card. Please keep it as it will be used on the day you return to your country.
	<input type="checkbox"/>	Withdrawal from National Health Insurance	Akita City Hall Citizens Division or National Health Insurance and Pension Division	
	<input type="checkbox"/>	Withdrawal from the National Pension Plan	Akita City Hall National Health Insurance and Pension Division	
Before returning to your own country	<input type="checkbox"/>	(Only if applicable) Cancellation of bank accounts	Bank counter	• If you are receiving a scholarship, please make sure to confirm that the last transfer of funds has been completed before proceeding. If you are paying utility bills by direct debit, please make sure to confirm that the bill has been settled before proceeding. • Things to bring: bankbook, bank card, residence card and hanko / stamp (if you used your hanko / stamp when you opened your account)

	<input type="checkbox"/>	(only if applicable) Cancellation of cell phone or SIM card	Company you are contracting with	<ul style="list-style-type: none"> • Please check with the company you signed the contract with regarding deadlines and methods of procedure to ensure that they are followed. Be sure to make the final payment.
The day returning to your own country	<input type="checkbox"/>	Return of National Health Insurance Card	Post to a mailbox (e.g., at the airport from which you are leaving Japan)	<ul style="list-style-type: none"> • Return the National Health Insurance card to the city office using the return envelope received at the city office. Please drop it into the mailbox before boarding the plane to leave Japan. • In case you forget to return it, no problem.
	<input type="checkbox"/>	Return of residence card	At the airport from which you are leaving Japan	<ul style="list-style-type: none"> • Please return it to the immigration officer at the departure airport.

I - (3) If you move out of the international student dormitory and move to an apartment, the following procedures are required in addition to I - (1).

Approximate time	✓	Procedures	Whom the procedure is to be taken	Description of procedures
1 to 2 months before moving into an apartment room	<input type="checkbox"/>	Apartment lease agreement	University co-op or a private real estate company	<ul style="list-style-type: none"> • You can find housing at university co-ops or private real estate agencies. • At the time of signing the contract, a deposit, key money, etc. totaling the equivalent of 2-3 months' rent may be required.
1 week before moving	<input type="checkbox"/>	Mail forwarding settings	At a post office counter or their website	<ul style="list-style-type: none"> • Mail, etc. addressed to the old address will be forwarded to the new address. The forwarding period is 1 year from the date of notification.
Within 14 days after moving	<input type="checkbox"/>	Change of address	Akita City Hall or Akita Station East Service Center	<ul style="list-style-type: none"> • The new address will be printed on the back of the residence card. • Things to bring: National Health Insurance Card and residence card 《Moving within Akita City》 Submit a "Notification of Change of Address" to Akita City Hall. 《Moving outside Akita City》 Submit a "Notification of Moving Out" to the Akita City Office and a "Notification of Moving In" to the municipal office of the city, town or village where you will move to.
After moving	<input type="checkbox"/>	Change of address for bank account	Bank counter	<ul style="list-style-type: none"> • Things to bring: bankbook, bank card, residence card and hanko / stamp (if you used your hanko / stamp when you opened your account)
	<input type="checkbox"/>	Notification of new address	Academic Affairs Division of your department/graduate school	<ul style="list-style-type: none"> • Things to bring: residence card