




PRE-DEPARTURE CHECKLIST FOR INTERNATIONAL RESEARCHERS









What to do before leaving Japan - a checklist for TU researchers





Note: the International Support Center can provide assistance with procedures marked

Category	Timeline	No.	Check Applicability	To do	Tick if applicable	Availability of assistance	Tick when done
1-2 months before departure	Tenancy	1	Tenancy Termination Notice Does your place of residence require you to issue termination notice before moving out? Yes →	i For private apartments ▶ Inform your landlord of move out plans. ▶ Submit tenancy termination notice based on the period stated in your contract. * Be sure to check your contract for the required notice period.	<input type="checkbox"/>		<input type="checkbox"/>
		2	Inspection Date Applicable to all →	i For private apartments ▶ Decide final inspection date with the landlord when you submit your notice ii For UH or IH Resident Make an appointment for final inspection of your room at the management office. Submit move-out notice from the link below: https://forms.gle/PuCKxeRHVxM7wMMi6 * Caution: a) Be sure to inform your landlord that you would like to settle the final cleaning costs and deposit calculation before your departure. For private apartments, deposit refund process can take up to 1 month from the final inspection date. When b) deciding the final inspection date, inform your landlord that you will be leaving Japan, and that you will be closing your Japanese bank account. For private apartments, deposit refund process can take up to 1 month from the final inspection date. When c) deciding the final inspection date, inform your landlord that you will be leaving Japan, and that you will be closing your Japanese bank account.	<input type="checkbox"/>		<input type="checkbox"/>
		3	Sending personal belonging Do you have many bulky luggage that needs to be sent to your home country? Yes →	i Send your belongings home: ▶ Japan Post Service https://www.post.japanpost.jp/int/service/index_en.html i Or hire a moving company ▶ Nippon Express Co., Ltd https://www.nipponexpress.com/moving/ ▶ Yamato Logistics Co., Ltd. https://business.kuronekovamato.co.jp/promotion/kaigai/english/index.html	<input type="checkbox"/>		<input type="checkbox"/>
		4	Bulky Waste Disposal Do you have bulky items to dispose? Yes →	i Arrange for bulky waste disposal (with disposal fees) Refer to city of Sendai City bulky waste disposal page: http://www.city.sendai.jp/haiki-shido/foreignlanguage/en/garbage/garbage-02.html * Example of bulky items: Gas stove top, futon, baby mattress, spring mattress, fan, vacuum cleaner, water pot, microwave, desk, table, kitchen rack, bed frame. Please refer to the below website, for items that CAN NOT be disposed as bulky item: http://www.city.sendai.jp/haiki-shido/foreignlanguage/en/garbage/garbage-04.html	<input type="checkbox"/>		<input type="checkbox"/>
		5	Selling/Giving Away Your Belongings Do you have items that you would like to sell off? Yes →	i Give away / sell items you will not be bringing home with you. You may also consider the below online selling platforms: ▶ www.2ndstreet.jp ▶ https://int.sentia-sendai.jp/e/exchange/bbs.html ▶ "Flea Market Sendai" Facebook Page	<input type="checkbox"/>	X	<input type="checkbox"/>
		6	Hotel/Weekly Apartment Reservation Do you need to stay in Sendai from the day you move out of your house until your departure date? Yes →	i Make hotel/weekly apartment reservations necessary * Note: a) For private apartments, the deposit refund process may take up to a month to complete after moving out. Check with your landlord / real estate company how long the process will take, and make the arrangement to b) reserve hotel / weekly apartment accordingly to ensure that you have a place to stay after you moved out up to your departure date.	<input type="checkbox"/>		<input type="checkbox"/>

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1-2 months before departure	Taxes	7	Tax Payment	<p>Notify the section in charge of payroll in your place of employment about your last day of employment and confirm the following:</p> <p>i Income Tax</p> <ul style="list-style-type: none"> ➤ If the final income tax cannot be adjusted through year-end adjustment before departing from Japan (e.g., having income other than the university salary), the individual must either file a tax return at the tax office during ①the period before departure and ②the following year's filing period (usually from February 16th to March 15th), or declare a tax representative for income tax with the tax office before departure. ➤ The tax representative will be required to file a tax return during the following year's filing period on behalf of the non-resident taxpayer or the taxpayer who has become a non-resident. ➤ The tax representative will handle the tax procedures on behalf of the non-resident or the taxpayer who has become a non-resident. <p>* Please note that the process of tax adjustment can take around 1.5 months to complete.</p> <p>JP https://www.nta.go.jp/taxes/tetsuzuki/shinsei/annai/shinkoku/annai/07.htm EN https://www.nta.go.jp/english/taxes/individual/12004.htm</p>	<input type="checkbox"/>		<input type="checkbox"/>
			<p>Are you employed in Tohoku University? Yes →</p> <p>ii Resident Tax</p> <ul style="list-style-type: none"> ➤ Resident tax is levied by the municipality where you had your address on January 1st of the year, based on the income earned in the previous year. The tax payment methods vary depending on the timing of your departure, as the tax notices are issued annually in June. ➤ If your departure date is after tax notices issuance (June-December) <ul style="list-style-type: none"> a) For TU employee, outstanding resident tax will be deducted from their final salary. b) Check with the payroll section in your department if the outstanding amount of resident tax can be deducted from your final salary. ➤ If your departure date is before tax notices issuance (January - June) <ul style="list-style-type: none"> a) Before leaving Japan, please calculate and pay the estimated amount of resident tax for the relevant year prior to the issuance of tax payment notices. b) Submit the "Declaration of Prepayment" along with the tax withholding statement to the Municipal Tax Division at the City Office. c) After submitting the documents, you will receive a payment voucher within approximately two weeks. Please make the payment via bank transfer. d) Please note that any outstanding balance from the previous year (June to the following May) will be deducted from your final salary in a lump sum. ➤ If you are employed in Japan other than in TU <ul style="list-style-type: none"> a) The outstanding amount can't be deducted from your final salary, please request the estimated prepayment of inhabitant tax from the city hall and complete the payment before leaving Japan. b) To do so, visit the Sendai city hall to submit your tax withholding slip and a completed "Request for Estimated Prepayment of Inhabitant Tax" form. The estimation will be delivered to you about 2 weeks after submission. c) Payment can be made easily via bank transfer or at convenience stores. d) Appoint a tax representative if you are unable to complete the payment before leaving Japan. 	<input type="checkbox"/>		<input type="checkbox"/>	
	Others	8	School Withdrawal	<p>Do your children go to a local school or childcare facility in Sendai? Yes →</p> <p>➤ Start withdrawal procedure for your child's school/childcare facilities.</p>	<input type="checkbox"/>		<input type="checkbox"/>

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From 2 weeks before departure	Tenancy	9	House cleaning Applicable to all →	➤ Clean your room thoroughly before moving out.	<input type="checkbox"/>	X	<input type="checkbox"/>
	Bureaucratic Procedure @ Ward office.	10	Moving Out Notification Applicable to all →	➤ Submit moving out notification to the ward office. (submission can be made as early as 2 weeks prior to moving out (departure) date)	<input type="checkbox"/>		<input type="checkbox"/>
		11	Resident Tax Did you have an address in Japan on January 1 of the year, and qualify as a tax payer? →	➤ Refer to no.7 and complete resident tax payment procedure. (appoint tax representative if necessary, and submit the required documents) https://www.city.sendai.jp/shiminze-kikaku/kurashi/tetsuzuki/zekin/kojin/gaivo.htm	<input type="checkbox"/>		<input type="checkbox"/>
		12	My Number Card Do you have a My Number Card? Yes →	➤ Complete annulment procedure for your My Number card. (do not dispose or destroy your My Number card)	<input type="checkbox"/>		<input type="checkbox"/>
		13	National Pension & National Health Insurance Are you employed by Tohoku University? Yes →	➤ Complete National Pension System and National Health Insurance withdrawal procedure. ➤ Not applicable.	<input type="checkbox"/>		<input type="checkbox"/>
	14	Childcare allowance Do you receive childcare allowances from the Japanese government? Yes →	➤ Complete Childcare Allowance cancellation procedure. ➤ Return "Discount Medical Treatment for Children" card.	<input type="checkbox"/>		<input type="checkbox"/>	
	Banking	15	International funds transfer Do you have a large sum of money in your Japanese bank account and do not want to travel with a large amount of cash when you leave Japan? Yes →	i Transfer the remaining funds in your Japanese bank account to your account in your home country. Note: *The process for international transfer may take up 7 working days.	<input type="checkbox"/>	X	<input type="checkbox"/>
Others	16	Apostille Certification Do you require Apostille certification? Yes →	i Apply for apostille certification https://www.mofa.go.jp/ca/cs/page22e_000416.html	<input type="checkbox"/>	X	<input type="checkbox"/>	
Up to 7 days before departure	Contract / Membership Cancellation	17	Gas, Electricity, Water Are the gas, electricity and water supply registered under your name? Yes →	i Make the arrangement to cancel utility supply (gas, water, electricity). ➤ Please note that you need to be in attendance during the gas disconnection procedure. ➤ Please apply for support services if you require support for this process. Note: Be sure to inform providers that you would like to settle any outstanding fees before closing your bank account / before your departure	<input type="checkbox"/>		<input type="checkbox"/>
		18	Phone and Internet Do you have a Japanese mobile phone / internet contract? Yes →	i Cancel internet and mobile service. Note: Be sure to inform providers that you would like to settle any outstanding fees before closing your bank account / before your departure	<input type="checkbox"/>		<input type="checkbox"/>
		19	Personal Insurance Are you enrolled in insurance other than the National Health Insurance / Insurance provided by your workplace? E.g.: personal liability insurance, earthquake insurance, fire insurance, bicycle insurance, etc. Yes →	i Cancel insurance subscription. Note: Be sure to inform providers that you would like to settle any outstanding fees before closing your bank account / before your departure	<input type="checkbox"/>		<input type="checkbox"/>
		20	COOP Membership Are you enrolled in TU COOP Membership? Yes →	Cancel your COOP Membership, and return COOP/Hagi-co card to get a refund of the capital share you paid upon enrollment.	<input type="checkbox"/>	X	<input type="checkbox"/>
	Others	21	Pension Lump-sum Withdrawal Payment Are you employed by Tohoku University? Yes → No →	i Check with those in charge of payroll in your department about the lumpsum withdrawal payment of MEXT Mutual Aid Association Pension funds. ii Complete the Pension Lump-sum Withdrawal Payment procedure after you have withdrawn from the National Pension Service and submitted move-out notification to the ward office. Note: * Only those with coverage period of 6 months or longer is eligible to apply. * Withdrawal process can be done either before or after leaving Japan. Refer to link below for more details (pg.3 for English) https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.files/A.pdf	<input type="checkbox"/>	X	<input type="checkbox"/>

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Up to 7 days before departure	Others	22	<p>Transfer of Vehicle Ownership</p> <p>Do you own a vehicle and are you selling /giving away your vehicle (bicycle, motorbike, car)?</p> <p>Yes →</p>	<p>i Complete the procedure for transfer of ownership, and cancel the insurance you purchased for the vehicle.</p> <p>➤ For bicycle:</p> <ul style="list-style-type: none"> Cancel anti-theft registration (can be done at some bicycle shops) Prepare "Transfer of Ownership" deeds. www.miyagi-kenbouren.com/images/fkankyo/zitensya.pdf Provide the above to the buyer. Cancel cyclist liability insurance <p>➤ For motorbike & car :</p> <ul style="list-style-type: none"> Complete transfer of ownership process (you can go to a dealer shop or hire a third party to do this) Cancel your car motorbike / insurance <p>➤ If you fail to find a buyer / the next owner for your vehicle, please make an arrangement to properly dispose them.</p> <p>➤ Failure to do so may result in complication to you if the vehicle registered under your name becomes involved in crime.</p>	<input type="checkbox"/>	X	<input type="checkbox"/>
Move-out day	Tenancy	23	<p>Final Inspection</p> <p>Applicable to all</p> <p>→</p>	<p>i Attend final room inspection with your landlord.</p> <p>➤ Return key</p> <p>➤ Room inspection</p> <p>➤ Settle final cleaning costs and deposit</p>	<input type="checkbox"/>		<input type="checkbox"/>
Up to 3 days before departure	Banking	24	<p>Bank Account</p> <p>Did you open a bank account in Japan</p> <p>Yes →</p>	<p>i Close your bank account.</p> <p>➤ (*be sure to settle outstanding fees before closing your bank account)</p>	<input type="checkbox"/>		<input type="checkbox"/>
	Tenancy	25	<p>Change of Address Notice</p> <p>Applicable to all</p> <p>→</p>	<p>i Submit a notice of change of address to the post office</p> <p>➤ This will ensure that your mail will not be delivered to your old address</p> <p>Refer: https://www.post.japanpost.jp/service/tenkyo/index_en.html *mail forwarding service is not available for overseas addresses)</p>	<input type="checkbox"/>	X	<input type="checkbox"/>
	Others	26	<p>Embassy Notification</p> <p>Do your consulate / embassy require you to submit a notification when you leave Japan?</p> <p>Yes →</p>	<p>i Submit a notification to your consulate / embassy.</p>	<input type="checkbox"/>	X	<input type="checkbox"/>
Last day of employment	TU Employment	27	<p>University Asset</p> <p>Do you have any university assets in possession?</p> <p>Yes →</p>	<p>i Return university asset:</p> <p>➤ Health insurance card</p> <p>➤ Employee ID</p> <p>➤ Keys / Lab equipment</p> <p>➤ Laptop</p> <p>➤ Library book, etc.</p>	<input type="checkbox"/>	X	<input type="checkbox"/>
		28	<p>University Alumni Association</p> <p>Would you like to join the Alumni Association?</p> <p>Yes →</p>	<p>i Join the Tohoku University Alumni Association to stay connected!</p> <p>➤ https://www.tohoku.ac.jp/en/alumni/index.html</p>	<input type="checkbox"/>	X	<input type="checkbox"/>
Day of departure	Immigration	29	<p>Residence Card</p> <p>Applicable to all</p> <p>→</p>	<p>i Return residence card at immigration counter at your departure airport.</p>	<input type="checkbox"/>	X	<input type="checkbox"/>