

## Departure Checklist

Use this list to help organize your plans for returning home.

- \_\_\_\_\_ ☞ Fill out a departure form and return to the ISSO, make sure to state your permanent (home country) address.
- \_\_\_\_\_ ☞ Leave your permanent home address with your department, faculty advisor, and others who might need/wish to contact you. RETURN all department property and keys.
- \_\_\_\_\_ ☞ Fill out a “change of address” card with your permanent address at your local Post Office.
- \_\_\_\_\_ ☞ Disconnect telephone services (home/mobile). Make sure you have paid for all telephone calls. (local services and long distance calls)
- \_\_\_\_\_ ☞ Disconnect utility services (City of Greensboro for water, Duke Power, Time Warner Cable and Piedmont Natural Gas)
- \_\_\_\_\_ ☞ Close bank accounts
- \_\_\_\_\_ ☞ Clear all accounts. Call credit companies to make final payments on outstanding balances before departure.
- \_\_\_\_\_ ☞ File any outstanding medical claims. Pay the balance you owe.
- \_\_\_\_\_ ☞ Pay all monies owed on student account so your diploma and/or transcript can be released.
- \_\_\_\_\_ ☞ Order and pay for transcripts if needed
- \_\_\_\_\_ ☞ Make arrangements to have your diploma mailed to you, if you do not receive prior to departure.
- \_\_\_\_\_ ☞ Check out of your apartment. *Leave a forwarding address with the manager/realtor. Return your keys and request the return of your security deposit. Note: if there are damages to the apartment upon your move out, the manager may keep a portion or all of the security deposit to cover repairs. (Always leave the apartment in good condition. Clean the walls, windows, floors and carpet)*
- \_\_\_\_\_ ☞ Consult your country’s embassy to determine what customs regulations you will need to consider when taking your belongings home.
- \_\_\_\_\_ ☞ If you worked on campus, leave your forwarding address at the Payroll Office.
- \_\_\_\_\_ ☞ Make sure to file tax forms upon receipt of your tax documents from the University. In most cases, you may be in your home country at the time of filing your taxes. You can download tax forms from the IRS website. (For more information, See our Taxes link.)