

Off-Boarding Checklist

Resource Center can assist you throughout the off-boarding process as smoothly as possible.

Please contact the Resource Center if you need any assistance

1-2 Months Prior to the Departure

Various Services Termination

Housing Lease

- Real estate company:
- Termination date:
- Final inspection schedule:
- Notes:

Fire Insurance

- Insurance company:
- Termination date:
- Notes:

Home Internet

- Provider:
- Termination date:
- Final bill payment method:
- Notes:

SIM

- Provider:
- Termination date:
- Final bill termination method
- Notes:

Water

- Termination date:
- Final bill payment method:
- Notes:

Electricity

- Okinawa Electric Power Company: 0120-586-390
- Termination date:
- Final bill payment method:
- Notes:

Gas

- Gas company:
- Termination date:
- Final bill payment method:
- Notes:

Car Insurance

Check Requirements for "Lump-Sum Withdrawal Payment" for Pension

Sell/Dispose of the Car

Check the Applicable

- Sell on TIDA
- Sell/give to a friend
- Dispose
- Other

Transfer/Dispose of Personal Belongings

Notes:

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Credit Card Termination(If needed)

- Termination date:
- Final payment method:
- Notes:

 Move-out Notification Submission

IF YOU DON'T SUBMIT THE NOTIFICATION YOU WILL

1. be subject to pay inhabitance tax
2. not be able to claim for the "Lump-sum Withdrawal Payment" for your pension

Notes:

If you are to claim for "Lump-sum Withdrawal Payment" for your pension, you have to get a residence certificate with resident register code and the date you are moving out of the municipality from the municipal office after submitting a move-out notification.

To get the certificate, please show the sentence below to the personnel at the municipal office.
「住民票コードと転出予定日が記載された住民票を1通発行お願いします。」

 Child Allowance and Child Medical Expense Aide Termination

※Check with the municipality about the payment that will come after your departure, and about how the payment will be done (e.g. Will they need a Japanese bank account to deposit the money? etc.)

 Final Inspection With the Housing Agency**Notes:**

Make sure you have nothing in your house when they come for the inspection.

If you need remote interpretation, please call **Resource Center at 098-982-3540**

 Dispose of Furniture/Over-sized Trash

- Sell to/picked up by a second-hand shop
- Sell on TIDA
- Discard as over-sized trash (Contact Resource Center for the details)
- Other

 Contract Phone Termination (if any) Close Unnecessary Bank Account(s) Return OIST ID Card on Your Last Day at OIST Return Family Member Access Card(s) to Resource Center if your family has one Check the Followings:

- Nothing is left in your house
- Return the house key(s) in the designated place
- Turn off the circuit breaker
- Return your Resident Card(s) at the airport custom

If you need assistance, please contact OIST Resource Center:

- Email: resourcecenter@oist.jp
- Phone: 098-982-3540

※ Resource Center can support you while your employment at OIST.
Please make sure to complete all the process before you leave OIST.