

## Leaver's Checklist

~ Leaving Japan ~

Done	Date	Task	Remarks
	April	Budgeting and saving for <ul style="list-style-type: none"> <li>- Mover / sending parcels</li> <li>- Utilities &amp; bills</li> <li>- Taxes</li> <li>- Flight ticket (if applicable)</li> <li>- Apartment damages (if applicable)</li> </ul>	Also set aside money for after returning to home country
	April	Plan move	
	April	Start preparing handover documents for your successor <a href="#">Essential Information from Outgoing to Incoming JET Participants</a>	You will only be able to get in contact with them sometime in June, but thinking of what you need to handover now will make it easier on you in June.
	May	Check if your passport is valid for when you fly	
	May	CLAIR "After JET Contact Information Survey"	See CLAIR email *remember to select agree to share information with JETAA for Alumni updates
	May/June	Finalise your flight home	Discuss with CO (JETs) or school (WI-ALTs). You may have to fill in a travel form (帰国予定書 <i>kikoku yoteisho</i> )
	May/June	Contact international mover	Get estimates Schedule date Check arrival date
	May/June	Contact your landlord and/or real estate agent	Notify of move-out/ending lease <u>at least one month in advance</u>
	May/June	Contact people for help with moving/packing/cleaning	
	June	Get <a href="#">Letter of Recommendations</a> and/or <a href="#">Proof of employment</a> from CO (if required)	在職証明書 <i>zaishoku shoumeisho</i>

	June	Discuss income / resident tax with CO	
	June	Pay 2024 Residence Tax	
	June/July	Get rid of your car / motorbike / bicycle (if applicable)	Contact your dealer or people around you who may be interested in your vehicle, discuss when to do this <ul style="list-style-type: none"> <li>- Transfer ownership</li> <li>- Cancel insurance</li> </ul>
	June/July	Prepare to get an IDP (if necessary)	Only if your driver's license for your home country has expired and you have a valid Jp license
	June/July	Designate a tax representative <ul style="list-style-type: none"> <li>- Leave money for residence tax and income tax</li> <li>- Explain what they need to do</li> </ul>	納税管理人の届出 For income tax and <a href="#">pension (tax) refund</a>
	June/July	Gather and prepare Pension refund documents	
	June/July	Arrange shutoff dates and cancel services <ul style="list-style-type: none"> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Gas</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Cell phone</li> <li><input type="checkbox"/> Home internet</li> <li><input type="checkbox"/> Credit card</li> <li><input type="checkbox"/> TV subscriptions</li> <li><input type="checkbox"/> Newspaper/magazine subscriptions</li> <li><input type="checkbox"/> Voluntary car insurance</li> </ul>	You may be able to transfer "ownership" of the home internet to your successor through 名義変更
	June/July	Sort belongings	
	June/July	Pack belongings, send boxes (if applicable)	
	June/July	Sell items	

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	July	Pack suitcase	1-2 weeks before
	July	Oversized trash, special trash	Study your trash calendar. Split into several weeks if you have a lot of oversized trash. OR rent a vehicle and bring them all to the collection center.
	July	Travel insurance (if necessary)	JET accident insurance is valid until 31 August or until you arrive back in your home country, whichever comes first.  WI-ALTs: health insurance is valid until the end of your contract, if staying after that, switch to National Health Insurance (国民健康保険 <i>kokumin kenkou hoken</i> ) through your city hall
	July	Currency exchange (if necessary)	
	July	Close bank account after final pay	If you don't have anything else to pay for
	July	Return insurance card to your CO or school (if applicable)	
	July	Submit <a href="#">Moving-out Notification 転出届</a>	
	July	Arrange for mail forwarding (if applicable)	<a href="#">DANKEBOX</a> , <a href="#">Postcast</a> , <a href="#">friend</a>
	July	Clean apartment	Day before/day of
	July	Pay final utility bills	Day before/day of
	July	Handover apartment key	Day before/day of

### After arriving home

Done	Date	Task	Remarks
		Prepare pension refund packet <a href="#">Pension Refund Instructions</a>	Original pension book or notification card (make a copy


			<p>of the number for your records)  Copy of passport:</p> <ul style="list-style-type: none"> <li>- Identity page</li> <li>- Page with date of departure stamp</li> </ul> <p>Bank details of your home bank  Filled out <a href="#">Pension Refund Application Form</a> (脱退一時金 裁定請求書, <i>dattai ichijikin seikyuusho</i>)</p>
		<p>Mail packet to  〒168-8505 東京都杉並区高井戸西  3丁目5番24号 日本年金機構 (外国業務グループ)</p> <p>Japan Pension Service (Foreign Business Group)  3-5-24 Takaido-Nishi,  Suginami-Ku, Tokyo 168-8505  JAPAN</p>	<p>If mailing before leaving Japan, copies of ① the moving out notice and ② deleted residence record (除票, <i>jyohyou</i>)</p>
		<p>Check for the Notice of Lump-sum Withdrawal Payments (支給決定通知書, <i>shikyuu kettei tsuuchou</i>) and check your bank account (refund transferred after 3-6 months). Make a copy for your records</p>	
		<p>Send Notice of Lump-sum Withdrawal Payments (支給決定通知書 <i>shikyuu kettei tsuuchou</i>) to your tax representative</p>	<p>Tax representative:</p> <ul style="list-style-type: none"> <li>- Fill in tax return/payment confirmation (確定申告書 <i>kakutei shinkokusho</i>) by mid-February</li> <li>- Receive tax refund in their bank account (after 3-6 months)</li> <li>- Transfer tax refund to you</li> </ul>

\*Convert visa (if staying as a [tourist](#) for a bit after contract ends) and/or report change in employer

☐ Return insurance card to workplace

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## Reference

- Leavers' Guide (Thousand Leaves)  
<https://thousandleaveschiba.wordpress.com/general-info/newleaving/leaving-chiba/>
-  2025 Kumamoto Prefecture Leavers' Guide

## Pension Refund Instructions

[日本語](#), [English](#), [中文](#), [Tiếng Việt](#)

## Essential Information from Outgoing to Incoming JET Participants

English	<a href="https://jetprogramme.org/en/forms/">https://jetprogramme.org/en/forms/</a>
日本語	<a href="https://jetprogramme.org/ja/forms/">https://jetprogramme.org/ja/forms/</a>