

A faint, light gray world map is visible in the background, overlaid on a light gray grid pattern. The map shows the continents of North America, South America, Europe, Africa, Asia, and Australia.

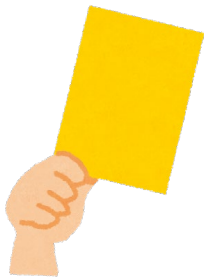
Leaving Orientation January 2021

To prevent the spread of covid-19



People who can enter the building to put away your belongings

- One family member
- Only one friend in the same dormitory or
- Only public mover



All other friends and former residents are off-limits.

A yellow or red card will be issued for the violation.



Non-residents need to go to the manager's room to check their body temperature and to fill out an entry form when entering the building.

1. Procedures for leaving the dormitory
2. Procedures at City Hall
3. Others



1. Procedures for leaving the dormitory

- a . Flow of leaving the dormitory
- b . Notification of departure
- c . Checklist for moving out
- d . Room check
- e . Paying gas charges and Gas closure
(only for Kuwanoki South-wing & Fukui dorm residents)
- f . Garbage disposal
- g . Forwarding post mails
- h . Paying last rent
- i . Leaving day process



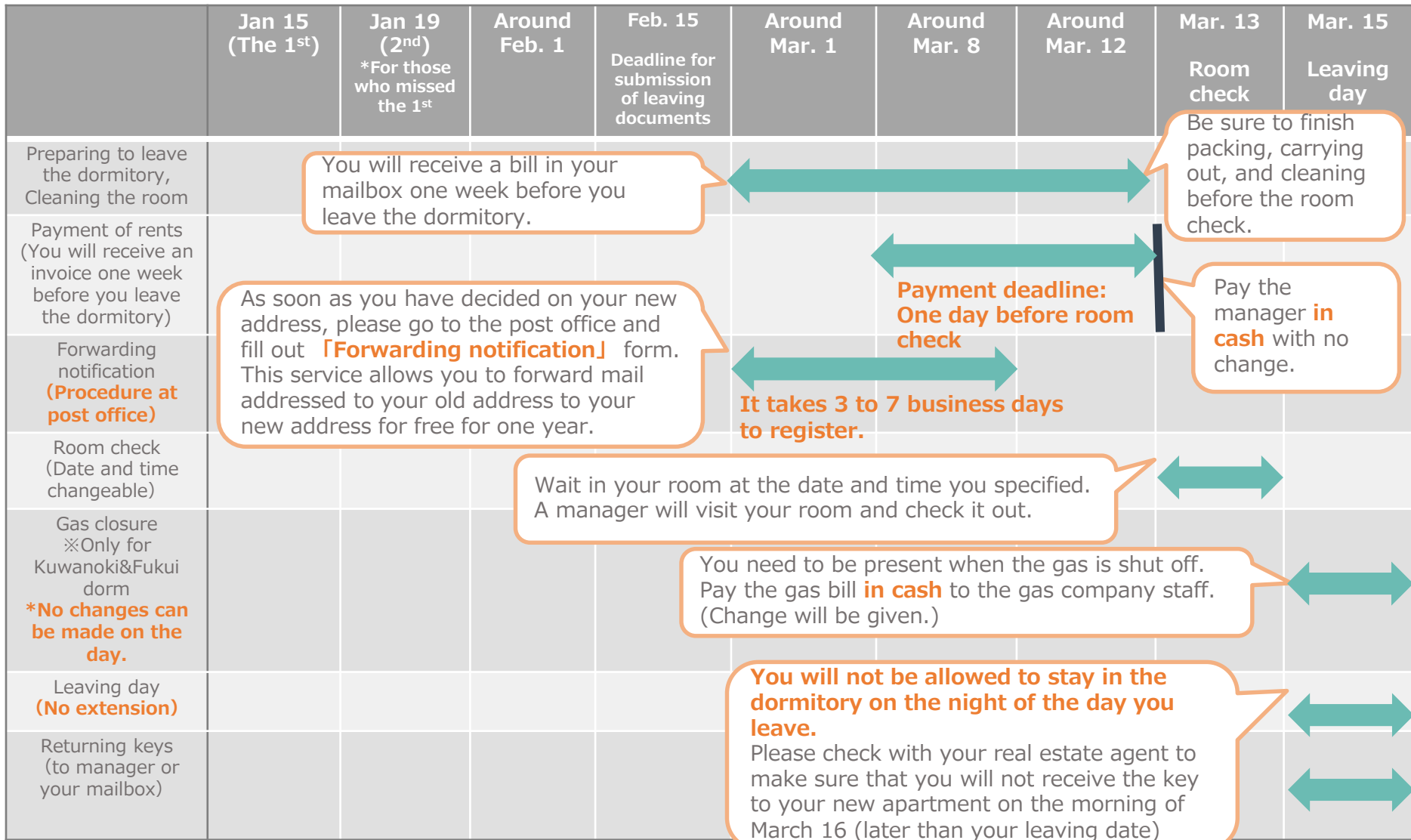
a . Flow of leaving the dormitory

e.g.: Room check on Mar. 13, Leaving on Mar. 15

	Jan 15 (1 st)	Jan 19 (2 nd) ※For those who missed the 1 st	Around Feb. 1	Feb. 15 Deadline for submission of leaving documents	Around Mar. 1	Around Mar. 8	Around Mar. 12	Mar. 13 Room check	Mar. 15 Leaving day	
Receipt of a set of leaving documents (be deposited in your mailbox)	↔		You must attend at least one of the two sessions.							
Leaving Orientation Must-attend	↔		↔							
Finding a new apartment Return ticket arrangements					↔					Start looking for a place to live as soon as possible so that you can complete your move before room check.
Submission of the notification of departure (Date and time cannot be changed) 1 month prior to the leaving day					↔					} Strict deadline for submission of documents Feb. 15 Be careful!!
Submission of the checklist for moving out 1 month prior to the leaving day					↔					
Determination of gas closure date *fill in the checklist					↔					

a. Flow of leaving the dormitory

e.g.: Room check on Mar. 13, Leaving on Mar. 15



b. Notification of departure

様式第6

岡山大学外国人留学生・研究員宿泊施設
OKAYAMA UNIVERSITY DORMITORY FOR INTERNATIONAL STUDENTS & RESEARCHERS
退去届
NOTIFICATION OF DEPARTURE

年 月 日
Date: Year Month Day

岡山大学長 様
To: The President of Okayama University

(Personal) / (Family)

氏 名
Name (Block letter)

署 名
Signature

下記のとおり岡山大学外国人留学生・研究員宿泊施設から退去しますので、お届けします。
I will leave the OKAYAMA UNIVERSITY DORMITORY FOR INTERNATIONAL STUDENTS & RESEARCHERS on following day.

記

1. 退去番号 Room number	<input checked="" type="checkbox"/> 桑の末宿学生宿舎 Kusasaki Dormitory	階 Floor	号室 Room number
	<input type="checkbox"/> 福居留学生宿舎 Fukui Dormitory	階 Floor	号室 Room number
	<input type="checkbox"/> 国際交流会館 International House	階 Floor	号室 Room number
	<input type="checkbox"/> 国際留学生シェアハウス International Student Shared House	階 Floor	号室 Room number

2. 退去年月日
Date of departure

年 月 日
Year Month Day

3. 退去理由
Reason for departure

4. 退去後の連絡先
Address after departure

1

Decide on the leaving day.

2

Submit to the manager at least 1 month prior to the leaving day.

You cannot change the leaving day after submitting the notification.

←Don't forget to fill in the reason for leaving.

←Provide an e-mail address for contact after leaving.

b . Notification for departure

A large, orange, starburst-shaped graphic with the word "Warning" written in white, bold, sans-serif font inside it.

Warning

People who move out more than 1 month earlier than the permitted stay due

e.g., I want to leave the dormitory on Feb 14 !

If the notification of departure is not submitted by 1 month before your leaving day (Jan 14)...

A large, grey, downward-pointing arrow shape.

Penalty fee: 1 month's rent

However, you must pay the rent for February (1 month) even in the middle of the month.



c. Checklist for moving out

What is a "Checklist for moving out" ?

- This form helps you specify the date and time of your room check.
- You also specify the date and time of the gas closure. (only for Kuwanoki South-wing & Fukui dorm residents)
- Set a date and time with the manager when you submit your "Notification of departure".
- You'll know in advance where the manager will be checking by this.

桑の木留学生宿舎 (南棟) 退去時チェックリスト/ Checklist for moving out/ 退居時確認表

Please fill in the dotted line and submit it to the manager / 请填写虚线框内信息并提交给管理课。

部屋番号 Room No.	桑の木宿舎 Kuwanoki Dormitory	南棟 South Wing	5 Room Number 5	宿舎 Dormitory
退去予定日 Date of departure	年/year 月/month 日/date			
チェック希望日 Desired date for inspection	月/month 日/date		時刻/time	

【注意事項/ Warning/ 注意事項】

退去時個人物品整理は退去区域の公共区域、加有遺棄下任何物品。退去後管理課は、退去後清掃や失物の状況など、入居者負担で約25,000円清掃費及び備品購入費を支払う必要があります。

Please do not leave any personal items in your room or common spaces in the dormitory. If anything is left behind, the room is not cleared enough, or the equipment is damaged or lost, the resident must pay 25,000 yen for cleaning and purchase of equipment.

退去後個人物品整理は退去区域の公共区域、加有遺棄下任何物品。退去後管理課は、退去後清掃や失物の状況など、入居者負担で約25,000円清掃費及び備品購入費を支払う必要があります。

管理課記入欄/ For manager use only/ 管理課用欄

退去日/ Date of payment/ 日/月/年

最終清算金額 (退去、水費、电费、煤气費)

チェック日時
Date of inspection
年月日/月/month 日/date 時刻/time

【チェック項目/ Check Item/ 検査項目】

<input type="checkbox"/> ベランダ/ Balcony/ 阳台	<input type="checkbox"/> ベッド/ Bed/ 床	<input type="checkbox"/> 換気扇/ Vent
<input type="checkbox"/> カーテン/ Curtain/ 簾	<input type="checkbox"/> 椅子/ Bedside chair	<input type="checkbox"/> シンク/ Sink
<input type="checkbox"/> エアコン/ Air conditioner/ 空調	<input type="checkbox"/> 洗面台/ Wash basin	<input type="checkbox"/> 冷蔵庫/ Refrigerator
<input type="checkbox"/> Wi-Fiルーター/ Wi-Fi router/ Wi-Fi 路由器	<input type="checkbox"/> 冷蔵庫/ Refrigerator	<input type="checkbox"/> 洗濯機/ Washing machine
<input type="checkbox"/> モデム/ Modem/ 有線LAN機器	<input type="checkbox"/> キッチン棚/ Kitchen Shelf/ 厨房置物架	<input type="checkbox"/> その他/ Others
<input type="checkbox"/> TV/ Desk/ 写字台	<input type="checkbox"/> シンク/ Sink/ 水盆	<input type="checkbox"/> 洗面台/ Wash basin
<input type="checkbox"/> 卓上電気スタンド/ Table lamp/ 台灯	<input type="checkbox"/> ガスコンロ/ Stove/ 燃气灶	<input type="checkbox"/> シューズボックス/ Shoe box/ 鞋架
<input type="checkbox"/> 椅子/ Chair/ 椅子	<input type="checkbox"/> シューズボックス/ Shoe box/ 鞋架	<input type="checkbox"/> その他/ Others
<input type="checkbox"/> 本棚/ Book case/ 书架	<input type="checkbox"/> 洗濯機/ Washing machine	<input type="checkbox"/> 洗面台/ Wash basin
<input type="checkbox"/> クローゼット/ Closet/ 衣橱	<input type="checkbox"/> 洗面台/ Wash basin	<input type="checkbox"/> 洗面台/ Wash basin

【対話事項】

日付	チェック項目	状態	担当者



d . Room check



What is "Room check" ?

- The manager will visit your room on the date and time you specified in the "Checklist for moving out".
- Your presence is required.
- This is the process of checking that your room is clean, and that equipment is not broken.
- Cleaning tools (vacuum cleaner, detergent, etc.) can be borrowed from the manager's room.
- Areas that have not been cleaned well must be recleaned.

↑ Make sure it's in the same condition when you moved in.

d. Room check

What about those who are returning home?

People returning home should clean up and pack their belongings in one place before going through the room check.



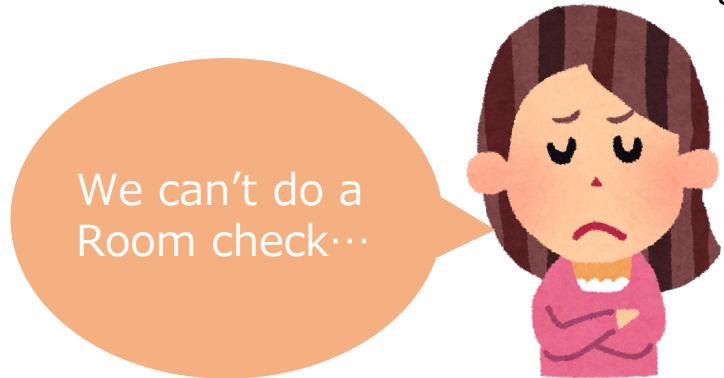
d. Room check (living room)



Bad example

- Things are not put away by the specified date and time.
- Things are scattered around.
- Not cleaned up.

Manager



d . Room check (Refrigerator)



Bad example

- The inside is not empty.
- Dirt remains inside.



d . Room check (Toilet)



Bad example

- The inside of the toilet bowl has not been cleaned.

Warning



If the condition is too bad, you will have to pay a cleaning fee of 25,000 yen.

d. Room check (Shared House)



Bad example

- Things are not put away by the specified date and time.
- Things are scattered around.
- Not cleaned up.

Manager

We can't do a Room check ...



d . Room check (Shared House)



Bad example

- You don't clean the shared spaces because,

It doesn't belong to me!
I didn't defile it!
I didn't use it!

- Even if your unit mates are still living there, you are required to clean up shared space for the room check.



d. Room check (Shared House)

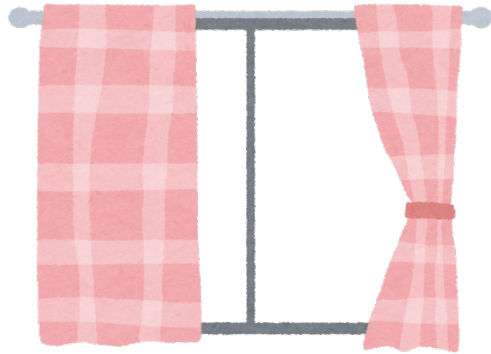
Warning

Not only the private rooms, but all the places you used are within the scope of each person's cleaning.



- Balcony
- Shared spaces
 - Kitchen • Drain • Refrigerator
 - Garbage cans • Microwave ovens
 - Toilet • Washing machine
 - Air conditioner • Washbasin
 - Shower room • Chairs and tables
 - Curtains, etc.

d . Room check (Curtains)



The curtains should be washed.

- Do not put the curtain in the dryer because it will shrink.
- Hang it up to dry as it originally was.

People living in Shared House



- In Shared House, it's not only the private rooms but also the curtains in the shared spaces need to be washed.
- Talk with your unit mates and divide up the roles.

e . Paying gas charges and Gas closure



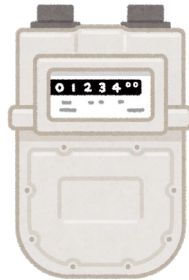
For Kuwanoki South Wing residents

- Stop the gas before leaving (Gas closure).
- Decide the gas stop date and time when deciding the room check date.
- Staff from the gas company will visit each room at the specified date and time.
- Be sure to stay in your room during the time the gas is turned off.

For residents in Fukui dorm, the manager will explain the detail individually.

e . Paying gas charges and Gas closure

For Kuwanoki South Wing residents



- Only the “Notification of gas usage” for previous month will be sent to your mailbox, but you won’t receive the transfer form.
- When the supply of gas is cut off, the gas company staff will make a final inspection.
- Pay the gas company staff in cash for the previous month and up to the time of gas closure. Change will be given.

e . Paying gas charges and Gas closure

Warning



For Kuwanoki South Wing residents

- When the gas valve is closed, no hot water will come out of the shower.
- Be careful when deciding on a closing date.
- Although it varies from person to person, the gas bill for the leaving month must be paid in cash for approximately two months altogether.
- You should have enough money.

f . Garbage disposal



Please bring them during the hours when the manager of the Kuwanoki is available.



People leaving Kuwanoki
Dormitory · Shared House

- Leaving residents may dispose garbage every day for the last 2 weeks of their stay.
- Sort your garbage.

Garbage disposable hours

Monday - Friday
10 : 00 - 18 : 00
Saturday - Sunday
11 : 00 - 16 : 00

f . Garbage disposal

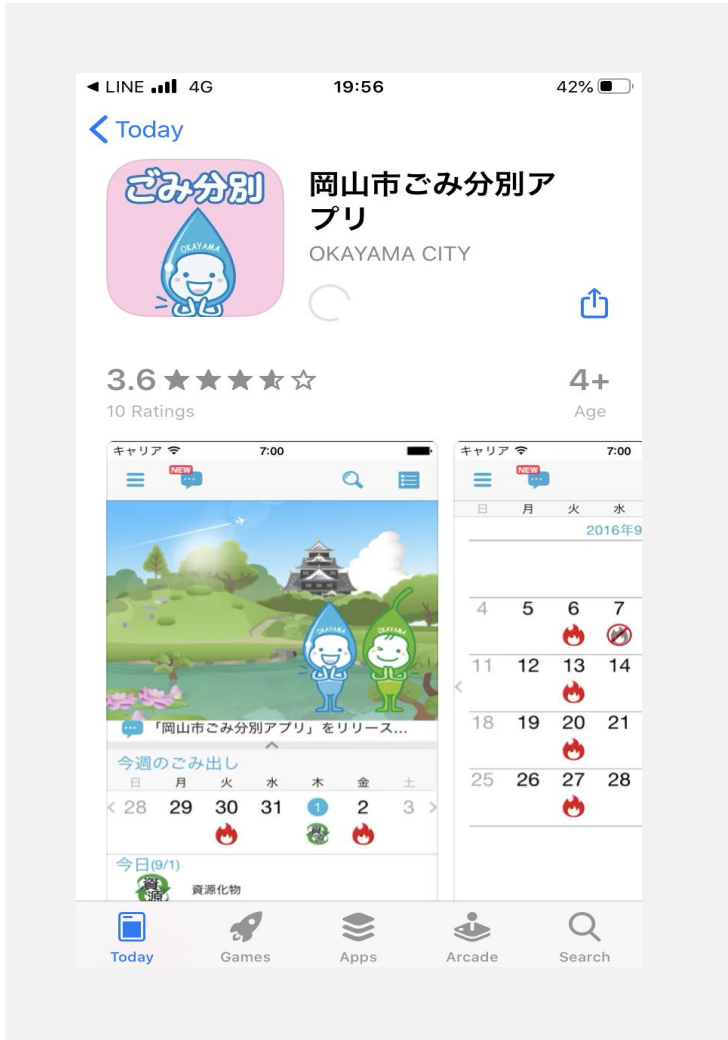
Garbage Sorting App

- A useful application is available from Okayama City.
- If you are confused about how to sort your garbage, search for "garbage sorting app" or ask the manager.

iPhone-iOS端末

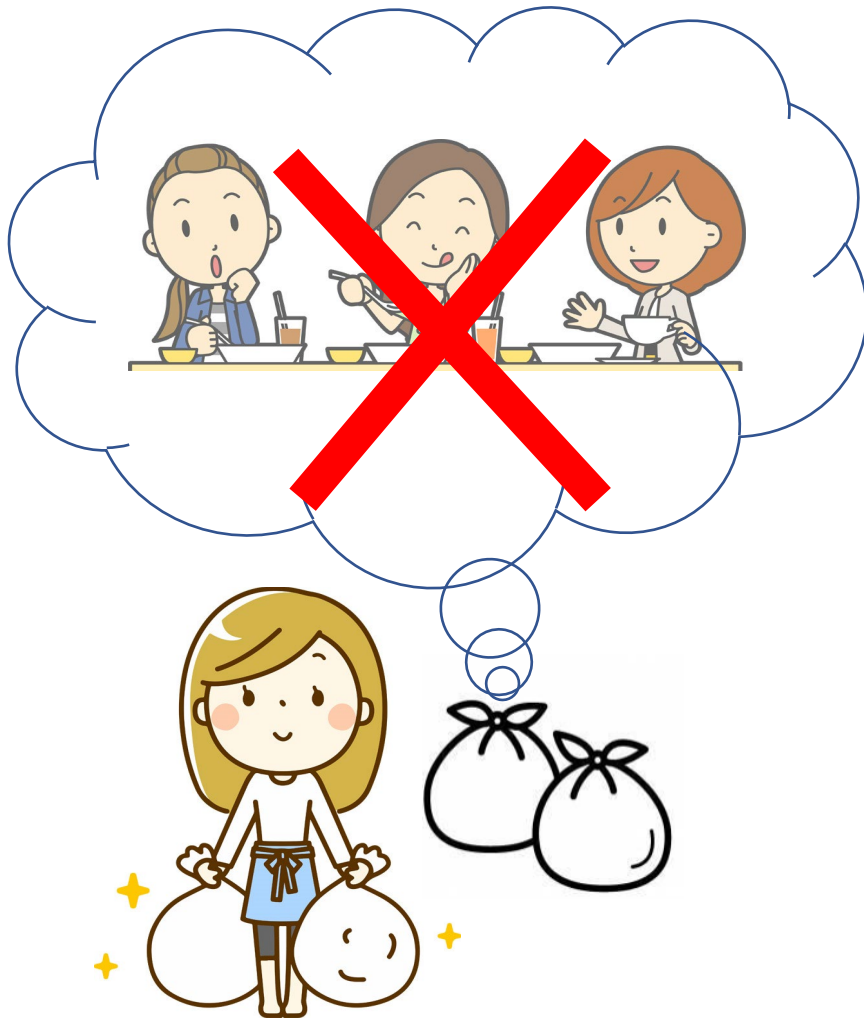


Android端末



f . Garbage disposal

For Shared House residents



- Leaving residents from Shared House are allowed to throw out only their own garbage two weeks prior to the day they move out.
- You cannot dispose of the garbage of your share mates.
- Other residents should follow the basic garbage disposal rule.
- If you come to throw away the garbage for the whole room, you must bring it back to the room.

f . Garbage disposal



How to throw away a futon

- Request the manager during room check if you want to discard futons.
 - The manager will give you a gold sticker with your room number on it.
 - Stick the sticker on the visible side of futon and bring it to the manager's room.
- ※Futons without stickers cannot be disposed.



Pillows to burnable



Blankets and futon covers to old cloth

A gold circular sticker with a black border and the text "N105" in black, set against a grey background.

N105

f . Garbage disposal



How to dispose of your bicycle

- Take your bicycle to a bicycle shop
- Find a bicycle disposal company
- Discard as a large-size garbage
- Donate to your friend

※ Both old and new owner need to follow bicycle registration change procedure.



Don't leave me
...

f . Garbage disposal

How to throw away large garbage

How to Dispose of Bulky Garbage | Okayama city



- Refer to "Door-to-Door Collection Fees for Bulky Waste" to check the fees.
- A bulky garbage disposal ticket (charged) is required. You can buy them at convenience stores.
- Call the bulky garbage reception center (Japanese only).
- You may have used door-to-door collection in the past to use "Bulky garbage Net".

g. Forwarding post mails

転居届
Change of Address Notice
転居届受付番号 L304548840

届出年月日 Date of Filing
20 年 月 日
転送開始希望日
20 年 月 日

旧住所 (旧所) Old Address
〒 都・道 市・区 市・区 部
区・町 村 丁目 番地 号
号楼 号室 (マンション名:)
同席の場合: 様方 Tel. ()

転居者氏名 Names of Persons Concerned
フリガナ (姓) (名) 旧姓
フリガナ (姓) (名) 旧姓
フリガナ (姓) (名) 旧姓
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フリガナ (姓) (名) 旧姓
フリガナ (姓) (名) 旧姓

上記の転居者以外で引き続き旧住所にお住まいになる方の有無・人数
Will Anyone Continue to Live at the Old Address? Number of Persons
いません No います Yes いますの場合 人数: 人

事業所名 Name of Office (印事業所名)
※事業所名が変更となる場合に記入ください。

新住所 (新所) New Address
〒 都・道 市・区 市・区 部
区・町 村 丁目 番地 号
号楼 号室 (マンション名:)
同席の場合: 様方 Tel. ()

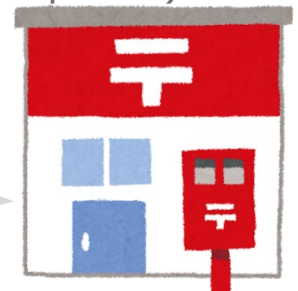
転居届提出者氏名 Person Filing This Notice
転居者との続柄 Relation to Persons Above
本人 家族 同居者 従業員等
本人 Same Person 家族 Family Member 同居者 Co-habitant 従業員等 Employee, etc.

Cannot be forwarded overseas.

How to forward mails to your new residence

- The post office offers a convenient service where mail addressed to your old address can be forwarded to your new address free of charge for one year.
 - For those who will remain in Japan, as soon as you have decided where you will move to, please go to the nearest post office counter and submit a "forwarding notification".
- ※ You can also go to the website of the post office (ID registration is required).

What you need for the procedure: Identification with your address on it.



h . Paying last rent

How about the dormitory fees for the leaving month?



- The bill will be posted to your mailbox one week prior to room check.
- Pay the rent and utilities fee in cash to the manager at least 1 day before the room check date.
- Pay the exact price as there will be no change.

For Kuwanoki south wing
• Fukui dorm residents

Pay the gas bill directly to the gas company staff at the time of gas closure.

h. Paying last rent

Warning

For Shared House residents

- The utilities fee for Shared House is halved if your stay is less than half of the month (for months of 30 days or more, within 15 days is half price).
- The rent will be half price only if you leave the dormitory in March.

明細 / Description	金額 / Amount
入寮費 / Dormitory admission fee	16,000
寄宿料 8月分 / Rent for August	16,000
公共料金 / Utility charges	
電気 / Electricity	
7月分 / For July	863
8月分 / For August	876
ガス / Gas	
7月分 / For July	728
8月分 / For August	728
水道 / Water	
7月分 / For July	824
8月分 / For August	1,077
合計 (円) / Total (Yen)	21,096

i . Leaving day process



- On the day you leave the dormitory, please leave it as it was when you first moved in.
- If you leave personal belongings or trash behind, you must come back and dispose of them yourself.
- If you are unable to return, we will report to your supervisor.
- It will also lower your ranking in the scholarship selection process.

↑ Make sure it is in the same condition as when you moved in.

i . Leaving day process

Mailbox



- Check your mailbox to see if there is any mail left for you.
- If mail is left in the mailbox after you leave the dormitory, we will consider it unnecessary and dispose of it.
- All mail received after leaving the dormitory will be returned to the delivery person.
- To prevent them from reaching your dormitory, you should complete the "forwarding notification" procedure at the post office.

i . Leaving day process



Returning the key

- Return the room key and the card key to the manager.
- If you leave the dormitory in the absence of the manager, please put them in the mailbox of your room number and move out.
- If you lose your keys or do not return them, you will have to pay for the keys.

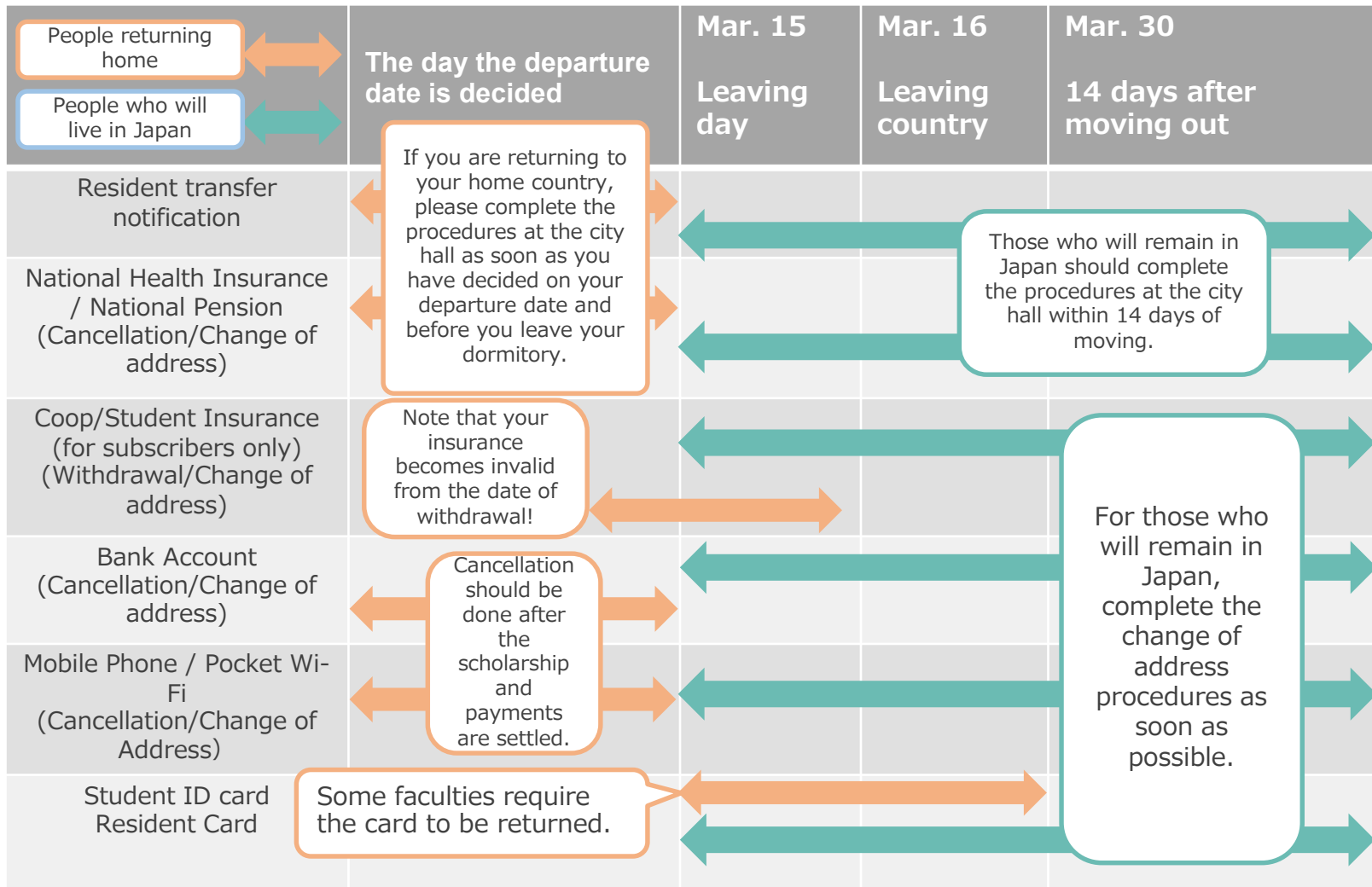
2. Notification to city hall, cancellation, change of address

- j . Flow of Procedures at City Hall
- k . What to bring to the procedures at City Hall
- l . Resident transfer notification
- m . National health insurance • National pension
- n . COOP insurance
- o . Bank account
- p . Cellphones and pocket Wi-Fi
- q . Residence card and Student card

2. Notification to city hall, cancellation, change of address

j . Flow of Procedures at City Hall

e.g.: leaving the dormitory on March 15, leaving the country on March 16

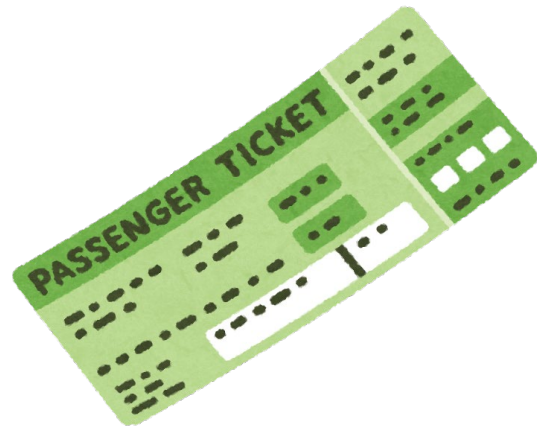


k . What to bring to the procedures at City Hall

- ① Passport
- ② Residence card
- ③ National health insurance card
- ④ National pension book
(National pensioners only)
- ⑤ Flight ticket for return (if you have)
- ⑥ Receipt or payment certificates
(if you have)

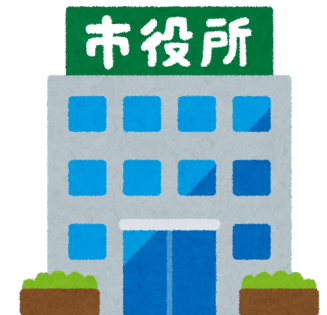


1. Resident transfer notification



People returning home

Once you have decided on your return date, report it to the city office with the documents proving your return date (air ticket or E-ticket).



I . Resident transfer notification



People who will live in Japan

- Go to the city hall and submit a resident transfer notification. The address on your residence card will be changed.
- Submit your residence card with your new address to the International Affairs Department

2. Notification to city hall, cancellation, change of address m. National health insurance • National pension



国民健康保険 被保険者証	有効期限 平成21年 3月31日
記号 999	
氏名 SAMPLE 葛尾 治郎	性別 男
生年月日	昭和49年 13月35日
資格取得年月日	昭和49年 13月35日
交付年月日	平成21年 4月 1日
世帯主氏名 葛尾 太郎	
住所 福島県双葉郡葛尾村大字落合字落合16	
保険者番号 071-266	自治体の割合
保険者名 福島県双葉郡 葛尾村	双葉郡 葛尾村 3割 0割



People returning home

- After completing the procedures for resident transfer notification at the city hall, settle your insurance premiums and return your National Health Insurance card.

Even if you have completed the cancellation procedure, the insurance is still valid until your departure date.

- You may be required to pay the last month's premium in cash.
- If you forget to cancel your National Health Insurance, you may be billed for National Health Insurance premiums even after you return to your home country.
- If you are a member of the National Pension Plan, take your pension book with you and cancel it.

2. Notification to city hall, cancellation, change of address m. National health insurance • National pension

People who will live in Japan

Please submit a resident transfer notification at the city hall.
National Health Insurance and National Pension will be continued.



国民健康保険 被保険者証	有効期限 平成21年 3月 31日
記号 0999	性別 男
氏名 葛尾 治郎	昭和49年 13月 35日
生年月日	昭和49年 13月 35日
資格取得年月日	平成21年 4月 1日
交付年月日	
世帯主氏名 葛尾 太郎	
住所 福島県双葉郡葛尾村大字落合字落合16	
保険者番号 07126	の割合
保険者名 福島県双葉郡 葛尾村 双葉郡 葛尾村	3割 0割



2. Notification to city hall, cancellation, change of address

n. COOP insurance



Only for subscribers

- Returning and graduating subscribers are required to complete the withdrawal procedure.
- You can do this at the COOP counter on the first floor of the Peach Union.
- The subscription fee will be refunded.

The insurance will no longer be effective from the day you withdraw. Be careful about the date of withdrawal.

2. Notification to city hall, cancellation, change of address

o . Bank account



What to bring with you when you close your account

- ① Passbook
- ② Cashcard
- ③ Residence card
- ④ Hanko (those who registered)

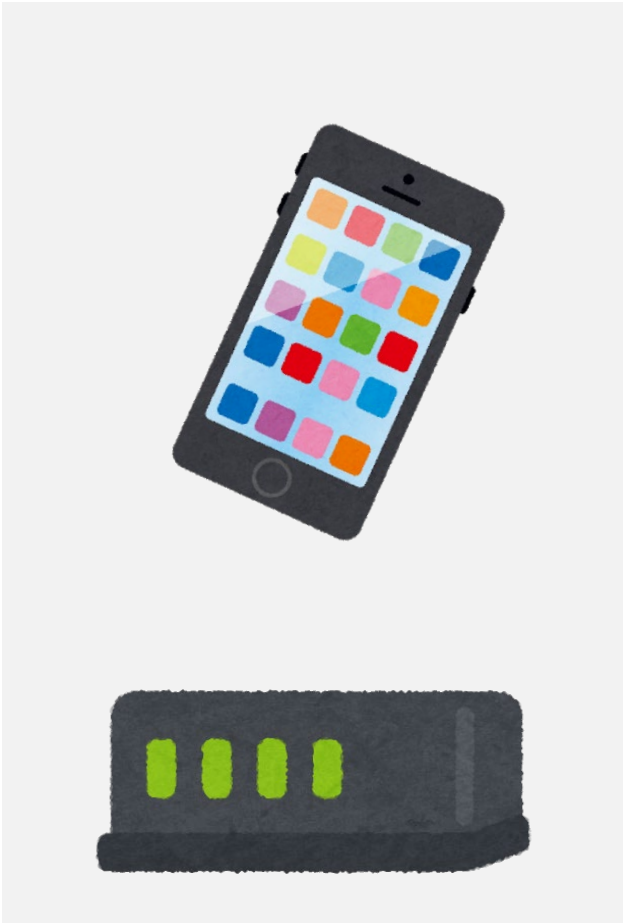
People returning home

- Please close your account at the bank counter.
- Cancellation should be done after you have paid your direct debit and received all your scholarship and salary.
- You will not be able to withdraw money from your account after your period of stay has expired. Be sure to cancel your account before you leave Japan.

People who will live in Japan

- Please follow the procedures for changing your address.

p . Cellphones and pocket Wi-Fi



People returning home

- Cancel your cellphone contract and pocket Wi-Fi at your own responsibility.
- The payment process may take some time.
- If you return to your home country without cancelling the contract, we will continue to receive reminder letters, which can be a serious problem.

People who will live in Japan

- Please follow the procedures for changing your address.

q . Residence and Student card

Residence card

- Return the card at the airport upon departure.
- You can take it home as memory after it is punctured.

Student card

- Some faculties require the card to be returned.
- Ask the faculty you belong to.



3. Others

- r . Sending and picking up packages
- s . Moving into an apartment



r . Sending and picking up packages

Yamato
Transport

Japan Post



Pick-up services

- Pick-up services are helpful if you are sending luggage.
- You can book these services online or by phone.
※Do not use the manager's phone number.
- Luggage delivery service to airports are also available.
- You can get free cardboard boxes at supermarkets.



s . Moving into an apartment

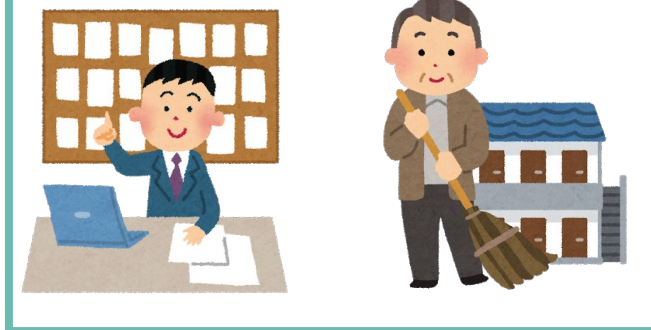
Managers



From now on...



Management company
and landlord



① Consultation on apartment

If there is any damage to equipment or problems with residents, consult with the management company or landlord!



s . Moving into an apartment

② How to throw away the garbage

- Follow the place, day and time of disposal.
- In most areas, garbage bags are designated.
- Let's continue to sort garbage properly.
- In case you don't know how to throw away the garbage, ask management company or landlord.



s . Moving into an apartment

Chugoku
electric power



Okayama gas



Okayama city
waterworks
bureau



③ Procedures for utilities

- To use electricity, gas, and water, you need to go through procedures.
- Basically, you have to do the procedures by yourself, but some management companies will take care of it for you.





See you again!