

## What to Read when Moving Out

Choose your own dormitory.

### | For All Residents

- 1 [Leaving Orientation Handout](#) PDF  
\*Will be used at the orientation for residents who move out before Sep. 2022
- 2 [How to Discard Bicycles](#) PDF
- 3 [How to Discard Large-size Garbage](#) PDF
- 4 [Notice of Donation from RA 2022.6~](#) PDF

### | Fukui Dormitory

- [To Residents moving out of Fukui Dormitory](#) PDF

### | International House

- [To Residents moving out of International House](#) PDF

## What to Submit when Moving Out


Documents which will be distributed around the time of leaving orientation. Choose your own dormitory.

- [Kuwanoki Dormitory](#) PDF
- [International Student Shared House](#) PDF
- [Fukui Dormitory](#) PDF
- [International House](#) PDF



Orientation Handout

<https://intl.okayama-u.ac.jp/support/housing/dormitory/residents/>

A faint, light gray world map is visible in the background, showing the continents of North America, South America, Europe, Africa, Asia, and Australia. The map is centered and serves as a backdrop for the text.

# Leaving Orientation June 2023

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



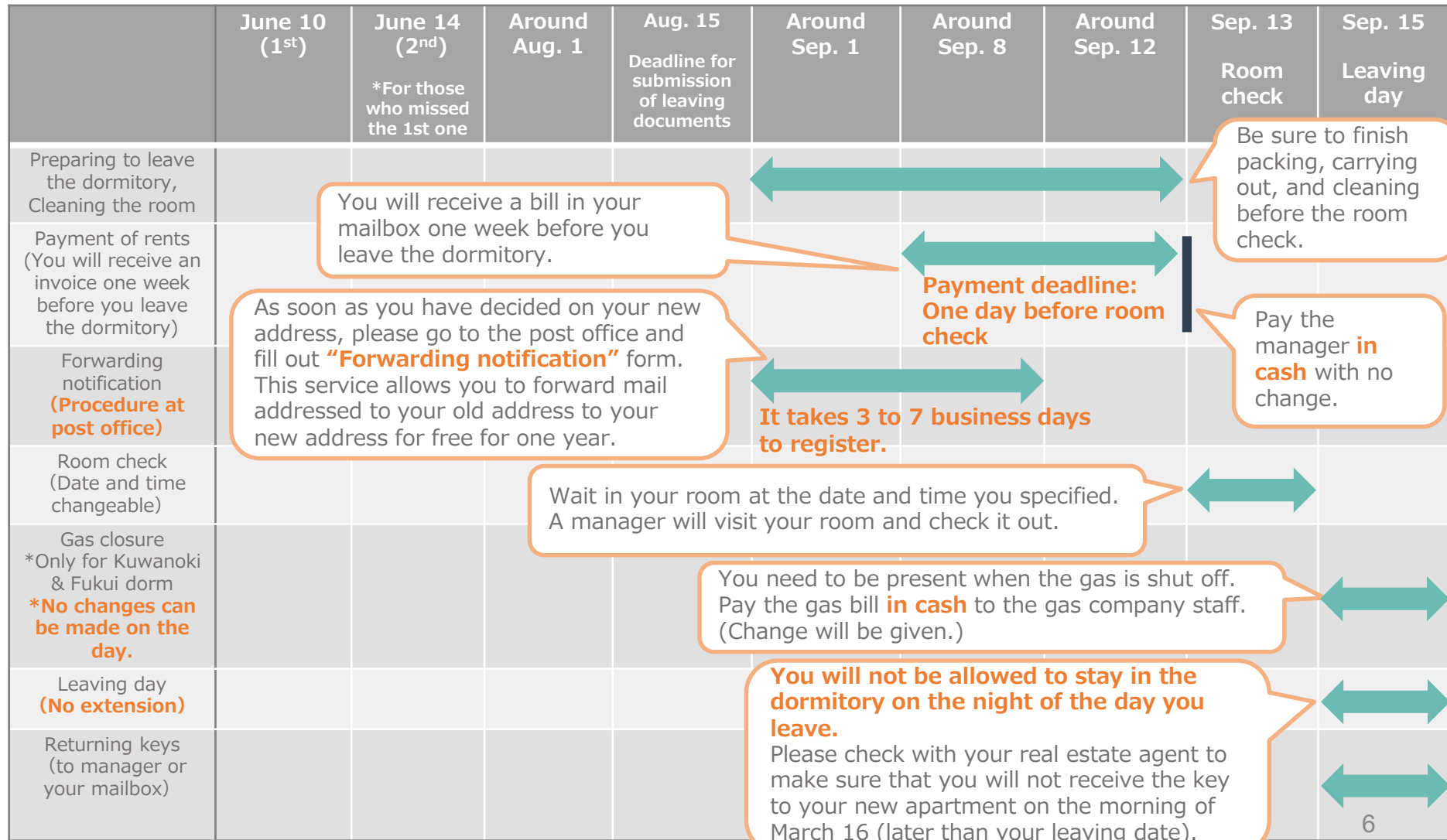
# a . Flow of leaving the dormitory

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

	June 10 (1 <sup>st</sup> )	June 14 (2 <sup>nd</sup> )  *For those who missed the 1st one	Around Aug. 1	Aug. 15 Deadline for submission of leaving documents	Around Sep. 1	Around Sep. 8	Around Sep. 12	Sep. 13  Room check	Sep. 15  Leaving day
Leaving Orientation <b>Must-attend</b>	←→	←→	You must attend at least one of the two sessions.						
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.					
Receipt of a set of leaving documents at the manager's office	←→								
Submission of the notification of departure (Date and time cannot be changed) <b>1 month prior to the leaving day</b>	←→								
Submission of the checklist for moving out <b>1 month prior to the leaving day</b>	←→								
Determination of gas closure date <b>*Fill in the checklist</b>	←→								
				Strict deadline for submission of documents <b>August 15</b> Be careful!!					

# a . Flow of leaving the dormitory

e.g.: Room check on Sep. 13, Leaving on Sep. 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"/> 系の本科生宿舎 Kansui Dormitory <input type="checkbox"/> 留学生宿舎 Fukui Dormitory <input type="checkbox"/> 国際交流会館 International House <input type="checkbox"/> 国際学生シェアハウス International Student Shared House	階 Floor 階 Floor 階 Floor 階 Floor	号室 Room number 号室 Room number 号室 Room number 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 the leaving date.

2

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

- You cannot change the leaving date after submitting the notification.
- Don't forget to fill in the reason for leaving.
- Provide your email address (for all) and new address (for those who already have one in Japan) as your contact information after leaving the dormitory.

## b . Notification for departure



Warning

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

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

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



Penalty fee: 1 month's rent

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



## 1. Procedures for leaving dormitory

# What is a “Checklist for moving out” ?

**桑の木留学生宿舎（南棟） 退去時チェックリスト/ Checklist for moving out/ 退居時确认表**

退去時の内容を入力して管理人に提出してください。 / Please fill in the dotted line and submit it to the manager. / 退去時確認表を提出後、退去許可証を交付します。

宿舎番号 Room No.	1	桑の木宿舎 Kuwasaki Dormitory	南棟 South Wing	5 Room Number: 5	号室
退去年月日 Departure date	2	年/year 月/month 日/date			
退去予定日 Desired date for inspection	3	年/year 月/month 日/date			
退去時検査日時 Inspection date	4	年/year 月/month 日/date 時刻/time			

\*退去予定日は退去の日、退去日の前日まで設定してください。 / Please set the date from 3 days to 1 day before the scheduled departure date. / 退去希望日と退去日の間の日を退去日とします。

- (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.



## d . Room check



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

### 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.
- Many students forget to pay for the previous month's rent. At room check, please show the manager the receipt from the last time you paid your dormitory fee.

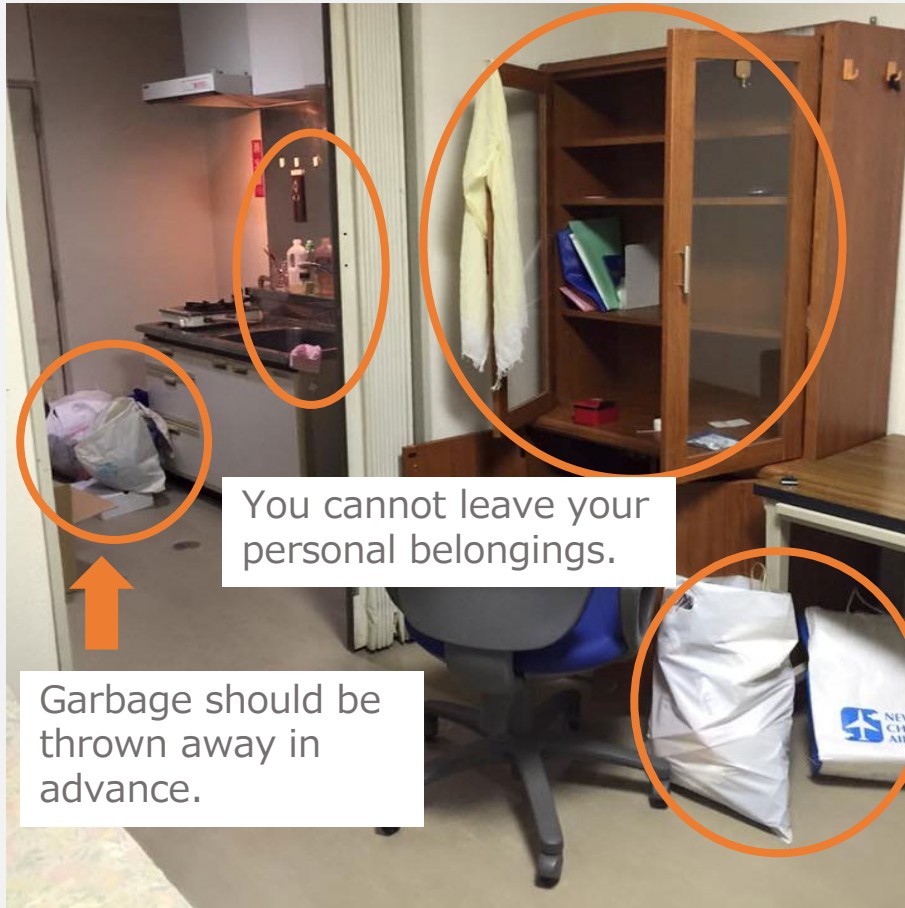
## d. Room check

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

We can't do a Room check...



## 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 )

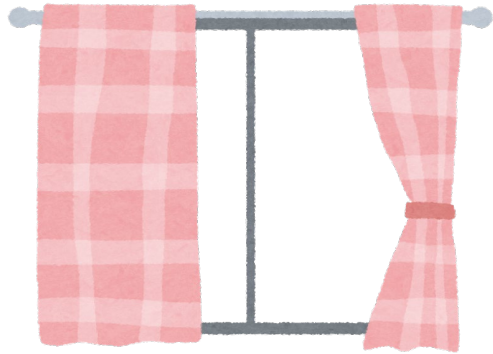
### Warning

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 • Vacuum cleaner
  - Electric kettle, 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.

### Shared House residents

- 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



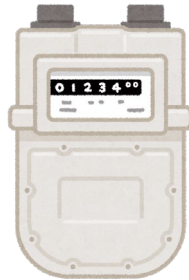
For Kuwanoki South Wing residents

- 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.
- Show the gas company staff the receipt for the last gas payment you transferred.
- 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 cash.

## f . Garbage disposal



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



### People leaving Kuwanoki Dormitory and Shared House

- Leaving residents may dispose of 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

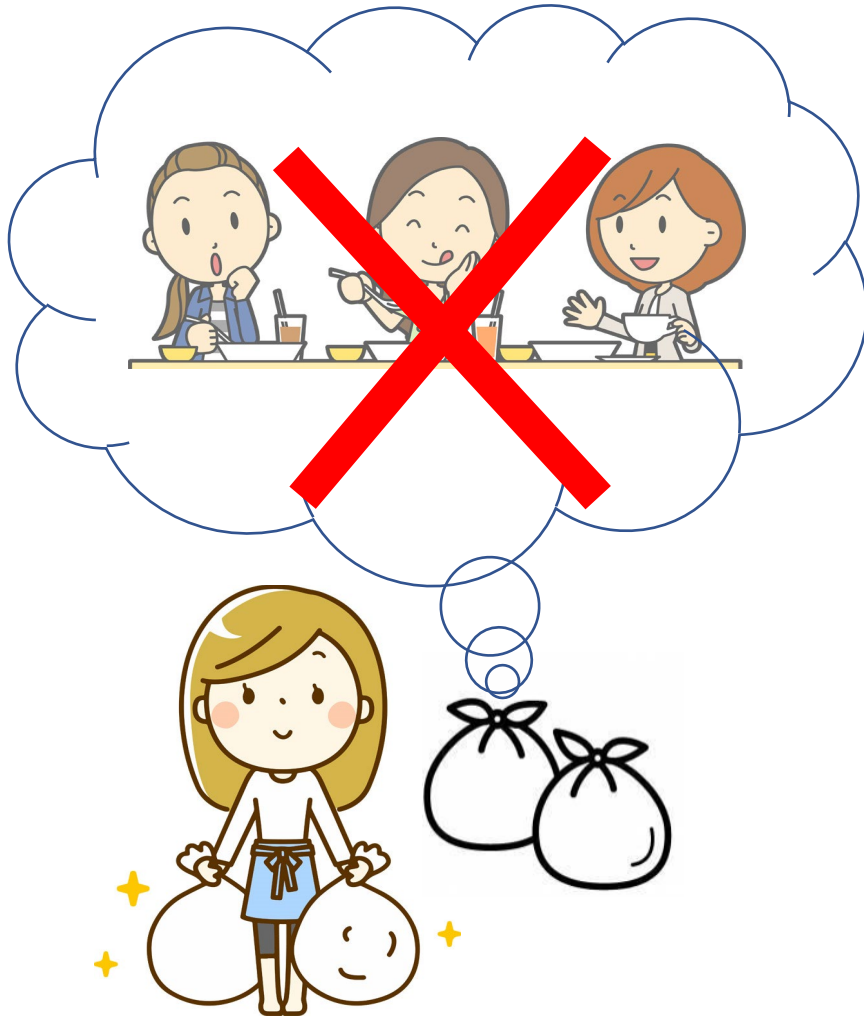


Android端末



## 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



Pillows to  
burnable



Blankets and  
futon covers  
to old cloth

- You are not allowed to leave your futon at the dormitory. Please dispose of them before moving out.
- Separate them when you throw them away.



## 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 Dispose of  
Large-size Garbage  
Okayama city



### How to dispose of large size garbage

- Refer to "Door-to-Door Collection Fees for Large-size Garbage" to check the fees.
- Large-size garbage disposal tickets (charged) are required. You can buy them at convenience stores.
- Call the large-size garbage reception center (Japanese only).
- Online service is available only to those who have used door-to-door collection in the past.

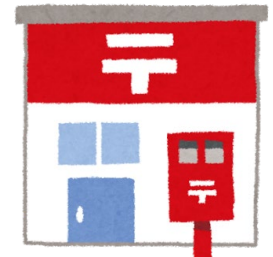
# g. Forwarding post mails

## 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 visit the website of Japan Post (ID registration is required).

Cannot be forwarded overseas.

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.
- Many students forget to pay for the previous month's rent. At room check, show the manager the receipt from the last time you paid the dorm fee.

For Kuwanoki South Wing and 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	
公共料金/Utility charges	
電気/Electricity	863
7月分/For July	
8月分/For August	876
ガス/Gas	728
7月分/For July	
8月分/For August	728
水道/Water	824
7月分/For July	
8月分/For August	1,077
合計(円)/Total(Yen)	21,096

## i . Leaving day process

### Warning



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

- 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 fail to return, you will be reported to your supervisor and charged for the cleaning.
- It will also lower your ranking in the scholarship selection process.

## 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 inform the manager during room check and then 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.

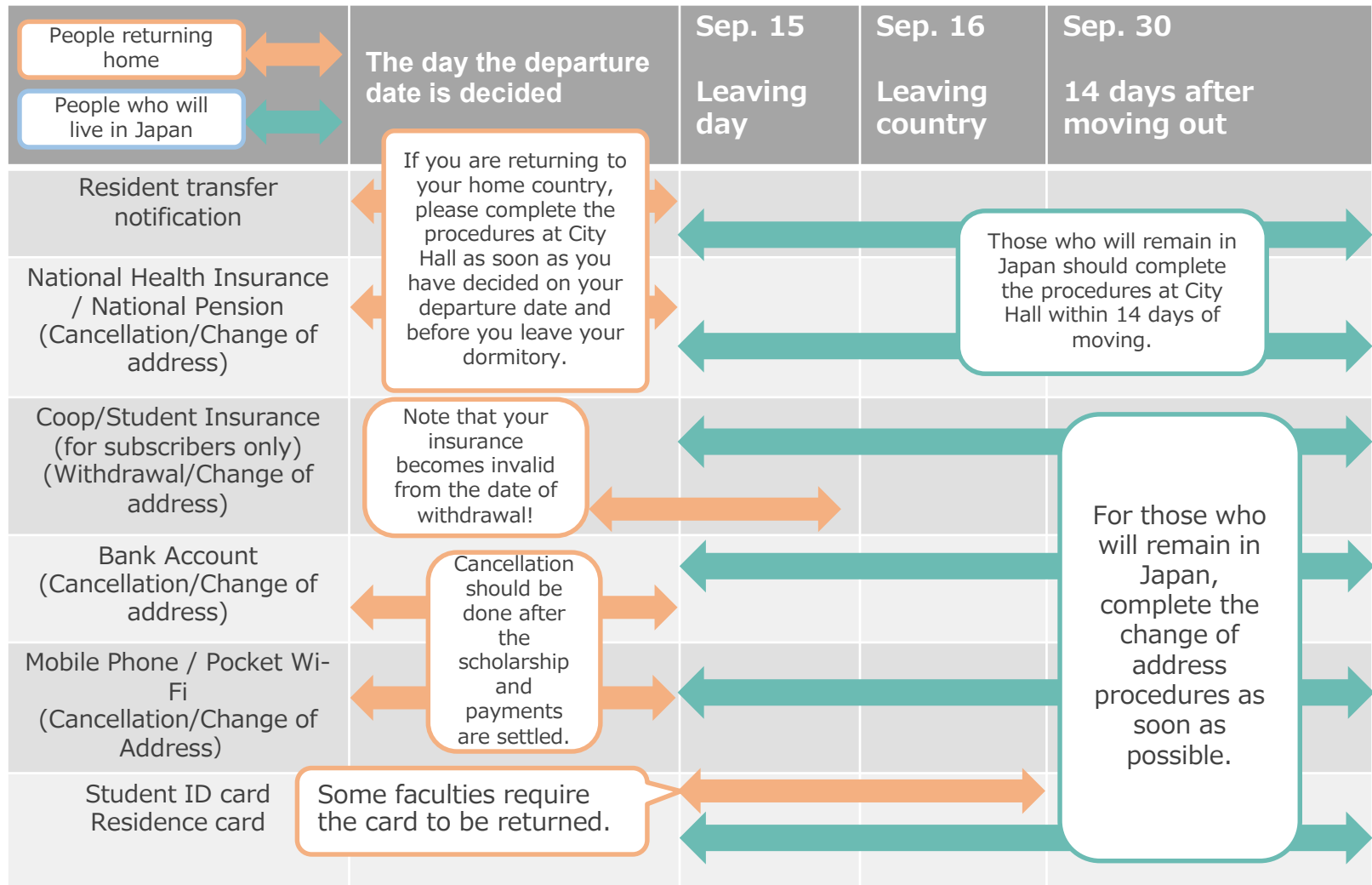
## 2. Notification to City Hall, cancellation, change of address

- 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 and 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 September 15,  
leaving the country on September 16



## k . What to bring to the procedures at City Hall

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

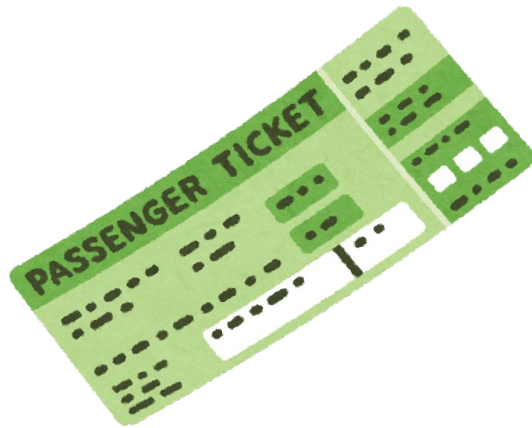


# I . Resident transfer notification



People returning home

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



# I . Resident transfer notification



## People who will live in Japan

Go to City Hall and submit a resident transfer notification within 2 weeks after moving. The address on your residence card will be changed.

After the registration, submit your residence card with your new address on it to the International Affairs Department.

## 2. Notification to City Hall, cancellation, change of address m. National health insurance and National pension

### People returning home



- After completing the procedures for resident transfer notification at 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.

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	19999	性別	男
氏名	葛尾 治郎	生年	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	年齢	3 割 0 割
保険者名	福島県双葉郡 葛尾村	年齢	3 割 0 割

- 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, cancel it.

2. Notification to City Hall, cancellation, change of address

## m. National health insurance and National pension

People who will live in Japan



Please submit a resident transfer notification at 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	9999		
氏名	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	0712616	保険料の割合	3割 0割
保険者名	福島県双葉郡 葛尾村		



## n. COOP insurance



### Only for subscribers

- Returning and graduating subscribers are required to complete the withdrawal procedure.
- You can do this at the CO-OP counter on the first floor of 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.

## o . Bank account



What to bring with you  
when you close your  
account

- ① Bankbook
- ② Cash card
- 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.
- Change your status from "non-resident" to "resident" after 6 months have passed since your entry into Japan.

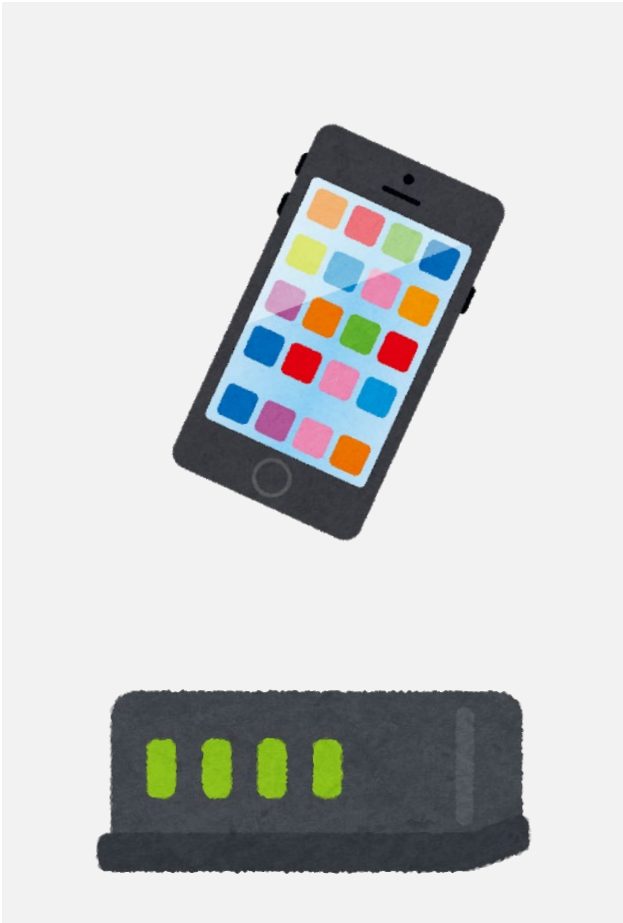
## p . Cellphones and pocket Wi-Fi

### People returning home

- Cancel your cellphone and pocket Wi-Fi contract 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 registered 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 dispose of 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 dispose of 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!



TAKAHASHI,  
Ayano



TERADA, Rikako



HUO, Yuanzhi



ASAKURA, Ayuka



MIZUSHIMA,  
Daisuke



TETSUKA,  
Minami

**2023 KUWANOKI RAs**