

< Important Notes on Leaving Doshisha University >

*Leaving Doshisha University (hereafter DU): When you will no longer be a student of DU due to graduation/completion/end of acceptance period/withdrawal/expulsion, etc.

Residence card

- Incidentally, in the case you leave DU, you must return your residence card and cannot continue to stay in Japan with the resident status as “Student”. You must either leave Japan immediately, or change the status of residence to the appropriate one.
※Please consult to Office of International Students (hereafter OIS) in case you cannot leave Japan due to a specific reason such as being ill or pregnant.
- Please return your card to the Immigration Officer at the airport or a port when you leave Japan.
- When you return the residence card, it will be punched a hole and return to you. Please take a picture of it and submit the photo data to OIS.
- If you change your status to other status, please report us with sending the photo data of new card.

Procedure at ward office or city hall

【In case you leave with terminating the contract of your accommodation】

- You need to submit a “Moving Out Certificate” and return your National Insurance card at the ward office or the city hall in the district of residence.
- You cannot get the subsidies after you withdraw a national insurance even if you apply “Kyoto City National Health Insurance Subsidies for the Privately Financed International Students”.
- Please make a procedure for withdrawing a National Pension scheme at the ward office or the city hall in the district of residence.

【In case you move out inside Japan】

- You need to submit a “Notification of Moving Out” at the ward office or the city hall in the district of residence and submit “Notification of Moving in” to the ones at your new residence.
- You need to make a procedure to withdraw National Insurance card at the ward office or the city hall in the district of residence. You cannot get the subsidies after you withdraw a National Insurance even if you apply “Kyoto City National Health Insurance Subsidies for the Privately Financed International Students”.
※It is not required to make a procedure of submitting a notification of moving out and withdrawing a national insurance if you move inside of the same city.

【In case you join ‘Comprehensive Renter’s Insurance for International Students Studying at Doshisha University’】

- Please submit the notification of termination to Doshisha Enterprise Inc. about a week before you move out.
It will take about a week if some of your premium is returned.

Procedure at Japan Post

- You need to close your bank account of Japan Post in case you leave DU and leave Japan.
※It would be difficult to open a new account next time if you try to reopen the account with different address from the previous one since each person can have only one account at Japan Post Bank.
- Please be sure not to close it before the final utility is withdrawn if it is planned.
- Please notify Japan Post of your new address by submitting a change of address notice if you move inside Japan.

Other procedures

- You need to cancel the utilities such as water bill, electric bill, gas, internet connection fees, mobile phone, etc. once you decide the date of moving out. Please be sure to leave Japan with making all payment that you need to deal with.
- If you have a bicycle and would like to hand over it to another person, you have to complete the ownership transfer procedure with the new owner before leaving Japan. There are some cases where those who tried to proceed with the procedure after returning to the home country, but failed for lack of required documents. If the ownership transfer procedure has not been completed accordingly, the new owner might be regarded as a larcener.
- Please return your student card to the office of your faculty or graduate school.
- Please submit “Notification of the Organization of Affiliation” to Immigration Bureau if you hold a residence status of “Student” after leaving DU.

>For more information, please check the following website of OIS.

<OIS web page: Procedures before graduation>

<https://ois.doshisha.ac.jp/en/visa/graduation.html>

