



PRE-DEPARTURE CHECKLIST

Use this list to help you more efficiently organize plans for completing your program and returning home.

I. University:

- _____ Make arrangements for your university's Registrar's Office to send an official final transcript **indicating award of degree** to your AMIDEAST adviser.
- _____ Update your permanent mailing address with your university's Registrar's Office.
- _____ Make arrangements to have your diploma sent to you or AMIDEAST if you will not receive it before departing. You should inform AMIDEAST of the arrangements you made.
- _____ Order transcripts for personal use, if desired.
- _____ Clear your student account at your university so your transcripts and diploma can be released.
- _____ Meet briefly with your Foreign Student Adviser and inform him or her that you are leaving.
- _____ Leave your permanent address with your Academic Adviser and department, and with others who might wish to be in contact with you.
- _____ Give your university's Alumni Office your permanent home address. Ask them to put you on their mailing list.

II. Personal:

- _____ File any medical insurance claims that are still outstanding. Pay the balance that you owe to health care providers. Leave copies of outstanding claim forms with your AMIDEAST adviser in case there are questions about payment.
- _____ Fill out a "change of address" form at your local U.S. Post Office. Inform your friends of your new home address.
- _____ Contact the phone company to disconnect your telephone. Sell your phone set if you purchased it; return it if you leased it. Be sure all telephone bills have been paid in full.
- _____ Clear all your accounts (e.g.: credit cards). Notify your creditors that you are leaving and make arrangements for payment if bills cannot be cleared before you leave.
- _____ Close your bank account(s). Purchase traveler's checks if you will need them.
- _____ Sell your automobile if you have one. Be sure to have the title transferred before you leave. If title transfer is not possible, sign a "power of attorney" form and leave it with the person selling your car. **DO NOT** leave your license plates on the car, unless your state law requires you to do so.
- _____ If applicable, check out of your apartment. Leave a forwarding address with the property manager. Return keys and request the return of your security deposit.

III. Departure:

- _____ If you are subject to the National Security Entry-Exit Registration System (NSEERS), remember that you must check-out in person at a designated port of departure. In advance, identify the location of the immigration office and allow adequate time, whether at check-in or during transfer, to accomplish this at the designated port of departure.
- _____ Check with the airline you will be flying for specific regulations on the weight and size of suitcases, excess baggage, air freight, and costs. It generally is cheaper to pay for extra bags than to pay for one or two very heavy bags.
- _____ Make arrangements for transportation to the airport early, particularly if you have a lot of luggage. Plan to arrive at the airport **AT LEAST THREE HOURS EARLY**.
- _____ Check in with your local AMIDEAST office upon your return home.