

# Departure Checklist

- Contact IFSS and notify them of your departure date. You can do this by having your UW sponsoring Department fill out the J-1 Ending or Shortening Program form found here: <https://www.ohr.wisc.edu/ifss/imminfo/JScholar/J-1%20End%20or%20Shorten%20Form.pdf>**
- Call to have your phone & long distance service, utilities and cable services terminated by your moving date. You'll need to return your phone if you leased it.
- Clear all of your accounts -- pay the balance on all outstanding bills. You may need to call some of them to ensure that your account has been cleared.
- Notify your landlord of your moving date and be sure to discuss the procedure for checking out at the end of your lease. This is especially important if you will be moving before the end of the contract date.
- Sell your automobile if you have one. Be sure to have the title transferred before you leave. If that is not possible, sign a 'power of attorney' form and leave it with the person selling the automobile.
- File any medical insurance claims if they are still outstanding, and pay the balance.
- Cancel any magazine or newspaper subscriptions.
- Clear any accounts with the university. If receiving a UW-salary, leave your home address with your department so that your final paycheck can be mailed to you.
- Leave your permanent home address with your department, faculty supervisor and others who might wish to be in contact with you. Return any department keys.
- Determine shipping regulations to your home country by asking the Post Office and/or shipping companies. Ask about special rates for mailing books.
- Check with the airline that you will be using to fly home and ask about specific regulations on the weight and size of suitcases, excess baggage, and airfreight costs. The regulations can vary by country and carrier.
- Consult your embassy or consulate to determine what customs regulations you will need to consider when taking your belongings home.
- Make arrangements for transportation to the airport. Be sure to arrive early especially if you have a lot of baggage. Plan to arrive at the airport at least four hours early for international flights.
- Fill out forwarding address forms at the Post Office.
- Sell or give away any furniture, clothing, or household items that you do not want to take home with you. If the items are still in good condition, please do not throw them away. Many places, like Goodwill, St. Vincent de Paul or Salvation Army, will take donations and/or pick-up at your home.
- Notify friends of your new address.
- Check out of your apartment leaving forwarding address with the landlord so that s/he can return what is left of the security deposit.