

Graduation/Completion of Studies, Preparing to Leave Japan

1 Before Leaving Japan

It is important to do the following before leaving Japan:

- ① Please check the notices from the Office of Student Services/SFC Academic Affairs Office (Academic Services) and International Center on your main campus or Office of Student Services (Japanese Language Program). Please do not forget to return your student ID card.
- ② Complete all the necessary paperwork for terminating your accommodation contract, and be sure to pay all outstanding rent and utility bills. Inform your property owner of the date you will leave one or two months in advance.
- ③ Cancel your phone service (including mobile phone) and Internet provider contract.
- ④ Cancel your credit card if you have made one in Japan.
- ⑤ Close your bank account after making sure all bank transfers and payments are complete. Make sure of the date of direct debit from your account if you have used a credit card.
- ⑥ File a moving-out notice (*tenshutsu-todoke*) at your city office.
- ⑦ Return your National Health Insurance Card (*kokumin kenkō hoken-shō*) to your city/ward office and settle any outstanding payments.
*City offices may require proof that you are leaving Japan (usually your return flight ticket)
- ⑧ Return any library books or other materials you have borrowed.
- ⑨ **You must return your resident card (or Certificate of Alien Registration) at the airport upon departure.**

2 Forwarding Address and Employment Information

1. Undergraduate and Graduate Students

If you are studying as a regular undergraduate or graduate student, please submit your forwarding address and employment information at the time of completion of your studies. This will enable us to send you various university publications and announcements.

http://www.ic.keio.ac.jp/en/life/return_home/after_graduation.html

(1) Address Registration after Graduation or Completion of Studies

You can register your address after graduation on the registration form available on the Office of Alumni Affairs' (*Jukuin Center*) website.

<http://www2.jukuin.keio.ac.jp/address/index.html> (Only available in Japanese)

E-mail: infoalumni@info.keio.ac.jp

(2) Submission of "Notification of Plans After Graduation" (*Shinro-todoke*)

Submit a "Notification of Plans After Graduation" (*Shinro-todoke*) with details of employment information after graduation. For further information, please ask the Office of Student Services/SFC Academic Affairs Office (Placement and Career Services), or other appropriate office, or check the International Center's website at the following URL: http://www.ic.keio.ac.jp/en/life/return_home/after_graduation.html.

2. Japanese Language Program Students

If you are studying as a Japanese Language Program student, you do not need to register your address or submit a "Notification of Plans After Graduation" (*Shinro-todoke*) after completion of your studies.

3 After Graduation

1. Service and Events for *Jukuin* (Undergraduate and Graduate Students Only)

Those who graduate from a degree course at Keio are called *jukuin* (alumni). After graduation, you can contact the Office of Alumni Affairs, located on the second floor of the North Building on Mita Campus, for all matters related to the university.

Website for Keio Alumni (*Jukuin*):

<http://www2.jukuin.keio.ac.jp/index.html> (Only available in Japanese)

(1) Keio Online Internet Service

Keio Online is a website to help *jukuin* keep in contact with each other after graduation. This service enables you to register a forward-only e-mail address and search for other registered alumni. Additionally, members can create and participate in alumni communities divided by interest and topic. Register for this service from the following URL: <https://www.jukuin.keio.ac.jp/> (Only available in Japanese).

(2) *Jukuin* Reunions

Reunions are held for 25th anniversary *jukuin* at Spring Commencement, and for 50th anniversary *jukuin* at the Spring Entrance Ceremony each year. As such, *jukuin* get to experience the thrill of each ceremony twice in their lives. In addition, there are reunions held for *jukuin* who have graduated 51 years ago or prior.

(3) Keio Rengō Mita Kai

In fall, Keio Rengō Mita Kai (Keio Alumni Association) holds a yearly festival for alumni, similar to the Mita Festival (*Mita-sai*) held by undergraduate and graduate students. Approximately 20,000 alumni and their families participate in this big event. For more information, please visit the Keio Rengō Mita Kai's website.

Keio Rengō Mita Kai: <http://www.rengo-mitakai.keio.ac.jp/> (Only available in Japanese)

2. Mita-kai (Undergraduate and Graduate Students Only)

The Mita-kai is an alumni association managed voluntarily by Keio alumni, or *jukuin*. The Mita-kai are divided into four types of alumni groups based on graduation year, region, company or occupation, or other factors (clubs, seminars, etc.). The Office of Alumni Affairs will provide you with relevant information on the Mita-kai after you have registered.

3. Keio Global

Keio Global is a platform for current and prospective students of Keio and Keio alumni who live and work globally. The Keio Global website provides up-to-date information about Keio, while our growing Facebook community offers a place for students and alumni alike to connect and reunite.

Alumni and students are also invited to keep in touch with Keio by registering in the Keio Global database. Members receive a globally-oriented quarterly e-newsletter featuring the latest news and events at Keio and may be invited to actively participate in Keio's international outreach activities. Sign up now and get involved in Keio's global community! Visit the website below for more information.

Keio Global: <http://www.global.keio.ac.jp/>