

# Departure/Transfer-Out CHECKLIST

If you are returning home or moving to another city in the U.S., you will need to make arrangements to prepare for your departure. This checklist provides things to consider before you leave.

## HEALTH INSURANCE

- If you have International student/scholar health insurance and are leaving **MORE than 30 days prior to the end date of your I-20/DS-2019**: complete the appropriate departure form or transfer-out form (above) to end your insurance coverage. Your insurance end date will be changed to end of the month that your SEVIS record is completed/terminated/released to your new school.
- If you are leaving **LESS than 30 days prior to the end date of your I-20/DS-2019**, visit or email the International Center Health Insurance office (ihi@umich.edu) to confirm the end date of your insurance coverage.
- File any outstanding medical insurance claims. Pay any balances that you owe.

## U-M STUDENT ACCOUNTS

- If you are registered for the next term: visit, write, or fax the Registrar's Office before the first day of the term to be disenrolled (<https://ro.umich.edu/>, type "disenroll" in the search box and then select "how to disenroll from a term").
- Pay your student accounts balance so your transcripts and/or diploma can be released.
- Clear your student accounts so that your transcripts and/or diploma can be released.
- Order transcripts at <https://ro.umich.edu/records-registration/transcripts> if you will need them.
- Make arrangements to have your diploma sent to you if you do not receive it before departing.

## HOUSING/CHANGE OF ADDRESS

- If you live in family housing, notify the Housing Office of your departure at least 45 days in advance.
- Leave a forwarding address with your landlord for reimbursement of your security deposit.
- Fill out Forwarding Mail Address form on the United States Postal Service web page. <https://www.usps.com/manage/forward.htm>
- Join the University Alumni Association. <https://alumni.umich.edu/membership/>

## BANK, UTILITY AND CREDIT CARD ACCOUNTS

- Close your bank accounts. Remove safety deposit box contents if you have one.
- Settle accounts with businesses, utilities and publication (including newspapers, time payments, insurance, diaper service, credit cards). You may leave money with an entrusted friend if you have outstanding bills that you cannot take care of before you leave.

## PHONE

- Contact the phone company to disconnect your landline (if applicable). Settle your account.
- Contact your cell phone company to cancel your cell phone account.

## CAR

- If you are selling your car to a dealer, ask for a photocopy of both sides of the assigned title and keep it in your files.
- If you are selling to an individual, it is strongly recommended that you go to the Secretary of State office with the buyer to witness the transfer and notarization of the title. Remove your plates and turn them in for cancellation.
- If you've asked someone to sell your car on your behalf, sign a Power of Attorney form and leave it with the person who is selling the car.

## **SHIPPING YOUR BELONGINGS**

- Ask the Post Office to determine shipping regulations to your home country. (every country has different requirements).
- If you plan on sending your belongings home via surface mail (by sea) you will need to determine the regulations of the size, weight, and content of the boxes. Consider the length of time it will take for the parcels to arrive, and purchase additional insurance for any potential damage to equipment, books, etc.
- Consult your embassy or consulate to determine what customs regulations you will need to consider when taking your belongings home.

## **TRAVEL AND AIRPORT INFORMATION**

- For the latest information on air travel regulations and restrictions, review the information on our website.  
<https://internationalcenter.umich.edu/iss/trave/airport>

## **SOCIAL SECURITY CARD**

- Your Social Security number will remain on record even if you are not in the United States. Keep your Social Security card in case you ever return to the United States.

## **PASSPORTS**

- Be sure that your passport has not expired.
- Children born in the U.S. to parents who are not U.S. citizens may obtain a U.S. passport. Birth certificates for persons born in Washtenaw County are obtained from the Washtenaw County Clerk/Register of Deeds Office, located at 200 N. Main, Ann Arbor. You may want to get several copies of the birth certificate. You will need to show a valid driver's license or other state-issued identification.

## **VISA REQUIREMENTS (IF TRAVELING TO ANOTHER COUNTRY)**

- You may need an entry visa if you will be entering a country other than your country of citizenship. Review the information about visas to other countries on our website.  
<https://internationalcenter.umich.edu/abroad/travel-logistics/visas>

## **PHOTOS**

- Photos for visa and passport applications can be obtained for all ages, including infants, at U-M Photo Services, LSA Building, 500 S. State Street, Room 024.

## **HEALTH AND IMMUNIZATIONS (IF TRAVELING TO ANOTHER COUNTRY)**

- For general information concerning immunization requirements for any country of destination, contact the Washtenaw County Public Health Department at 734.484.7200.
- If you need immunization shots before traveling, you can get them at: University Health Services at 207 Fletcher St., 734.763.1418. Immunization shots are available to students and spouses, but are not available to children under the age of 10. If you need certified proof of immunization shots for your travel, schedule a consultation appointment at UHS or the Clinic at UM Hospital. They will certify immunization records if the inoculations are given by a private physician or clinic and are properly recorded on an International Vaccination Report.