GOING HOME CHECKLIST

University
- Inform the ISSS of your departure plans and fill out the Departure Form.
- If you are attending the Graduation ceremony, check the date before booking your ticket.
- Check with your supervisor/employer about the office’s departure procedure.
- Pay any outstanding bills on your University account.
- Return any library books.
- Request an official transcript from the University (maybe a few).
- Request a copy of your (and your dependant’s) health and dental records.
- Update your mailing address.
- Back up your computer files.
- Forward your CSU e-mail to a personal e-mail account. (If you are currently using Webmail, your account will remain active for 6 months. If you are currently on Outlook Exchange through an on campus employer, your account will be terminated immediately.)
- Join the Alumni Association (http://www.alumni.colostate.edu) and stop by the Alumni Center (Pitkin & College) to pick up your graduation gift.

Financial
- Pay any outstanding medical bills.
- Close your bank & credit card accounts and transfer money to a home bank account.
- Leave your home mailing address with your current employer.
  Your employer may need to send you your W2 Statement for tax purposes.
- Check current tax information on ISSS website. This includes those who have been in the U.S. for a brief time or who have not been employed.

Personal & Professional Development
- Exchange contact information with your friends, classmates, advisor, and supervisor.
- Ask for reference letters from your professors, advisor, and supervisor.
- Join professional organizations (national/international) in your field of study/interest.
- Check the Career Center for help with planning your resume and your future career path.

Housing & Family
Confirm the move out date from your housing (dormitory or renting lease).

Inform your landlord of your move out date and set an inspection date. Make sure to speak to your landlord about the procedure to get your rent deposit returned. You might need to leave your home mailing address with your landlord.

Pay any outstanding utility bills (electric, cable, internet, cell phone, water, garbage, etc).

Arrange for your utilities (and cell phone) to be disconnected by your move out date.

Cancel any newspaper or magazine subscriptions.

Donate or sell your unneeded furniture, personal items (i.e. clothes) or automobile. If you sell your automobile, make sure to transfer the title to the new owner and remember to cancel your automobile insurance. You can donate clothes to many local charities (Salvation Army, Good Will.) You can sell items in a garage sale or on-line (Craigslist.)

Send any belongings home
  ○ NOTE: The U.S. Post Office no longer offers surface mail shipping service, (only airmail is available).
  ○ Need packing boxes? Check out your local grocery or liquor store for FREE boxes! (Note: It is advised to research possible ‘extra baggage fees’ for airlines).

If you have children attending a local school or daycare, confirm your child’s last day of attendance and request a copy of their school records.

**Travel**

Check the airline’s luggage weight/size regulations and cost for overweight/extra bags. These specifications can vary by airline and country of destination. You may also want to ask about insurance.

Arrange transportation to the airport. Make sure to arrive at the airport at least 2 hours before departure.

Keep all old & new immigration documents together in a safe place.
  ○ Make sure you have sufficient U.S. currency for your trip home (food, excess baggage fees).
  ○ Check to make sure your passport is still valid (bring a photo copy of all important documents).

**How to Leave Well**

Take pictures of your favorite people, places, foods etc.

Make a list of the top ten people you want to stay in contact with and gather their contact information.

Make a wish list of all the things you still want to do/accomplish before you leave and do them!

Visit your favorite places or go to places you haven’t had a chance to visit yet.