

# **Departure Checklist**

## **APARTMENTS & HOUSES**

Almost all rental agencies require a 30-60 day written notice before you can move out of your housing. If you do not give proper notice, you may have to pay an extra month's rent. You are also responsible for leaving the place in the same condition as when you moved in, except for minimal wear from responsible use. If there are damages or you do not clean the apartment, your security deposit may not be returned to you, or the cost of cleaning and repairs will be deducted from it. Ensure that you know exactly what your landlord or leasing agent expects of you before you vacate the apartment.

## **AUTOMOBILES**

If you plan to sell your automobile before departure, allow enough time for advertising, inspection, and transfer of title. Notify your auto insurance company after selling your car. Don't forget to return your license plate to the DMV. **Where to advertise your car for sale?** You can advertise over [intlhouse@duke.edu](mailto:intlhouse@duke.edu) as well as Dukelist at [www.dukelist.duke.edu](http://www.dukelist.duke.edu). A lot of people also advertise on Craigslist: [www.raleigh.craigslist.org](http://www.raleigh.craigslist.org). Others sell their car to an automobile dealer.

## **BANKS & FINANCES**

Make arrangements with the bank to close your account. Make sure that all outstanding checks have cleared before you do. If you plan to travel in the U.S., it is advisable to keep your account open until you actually leave. You can always close your account by mail or fax and have any remaining funds forwarded. Traveler's Debit Cards are available from the American Automobile Association ([www.aaacarolinas.com](http://www.aaacarolinas.com)) and most banks.

## **CONSULT WITH SOMEONE AT I-HOUSE**

Just as you had to make adjustments when you first came to the U.S. and Duke, you will also need to be prepared to make adjustments returning to your home country. International House staff members may be able to offer additional advice that will help you be prepared for the re-entry process and avoid reverse culture shock. Contact [ihouse@duke.edu](mailto:ihouse@duke.edu) if you have any questions or concerns as you prepare to return to your home country.

## **DUKE CARD OFFICE**

If you have outstanding charges on your DukeCard, contact the Duke Card office at 919.684.5800, or visit the DukeCard office on West Campus or in the Medical Center to pay them directly.

## **DUKE VISA SERVICES**

Contact Duke Visa Services to see if there is anything you need to do prior to your departure. Email: [visahelp@mc.duke.edu](mailto:visahelp@mc.duke.edu) or call 919.681.VISA (8472). You may also want to consult your embassy or consulate to determine what customs regulations must be considered when taking your belongings home. You may need to complete additional documents.

## **MAIL FORWARDING**

You can change your mailing address by filling out a Change of Address form at any campus or local post office or online. Go to: [www.usps.com](http://www.usps.com). You should leave your forwarding address with the Duke University Registrar so any university materials (i.e., transcripts, diplomas) can be forwarded. We strongly recommend that you leave your forwarding address with your Duke department and Duke Post Office if you are an undergrad.

## **MISCELLANEOUS PERSONAL ISSUES**

- Subscribe to professional magazines and journals while in the United States as it is easier and less costly.

- Join professional organizations as well.
- Maintain relationships with former professors and colleagues by contacting them soon after you return home. You may want to invite them to your home country for lectures or consultations in the future that could result in beneficial exchange programs.
- Begin saying goodbye early to friends and colleagues. Make time to visit people and see places you especially enjoyed before you leave. Doing these things in advance will reduce the emotional stress of leaving everything behind at once.

## SCHOOLS

Your children must officially withdraw from school. All students leaving the Durham Public School System need to obtain and complete the **Withdrawal Clearance Form** from the school principal's office. You should also request and receive two sealed transcripts of your children's Durham school records to report to the next school they will attend. If your children will be continuing their education abroad, please check in advance to see if they will need notarized translations of their school records.

## SELLING POSSESSIONS

If you wish to sell any of your possessions before you depart, we recommend advertising over Dukelist at <http://dukelist.duke.edu>. Another option is to post your notice on our email list, [intlhouse@duke.edu](mailto:intlhouse@duke.edu). Your department may also have places for advertising. Another place to advertise is <https://raleigh.craigslist.org/>. If you would like to donate items to charity, look at our handout on **Making Donations**.

## SHIPPING & STORAGE

International House has the names and addresses of international shipping services and local storage companies. If you need information or recommendations, take a look at the **SHIPPING & STORAGE HANDOUT** on our website. Look under LIVING ESSENTIALS, then DEPARTURE on our website. <http://studentaffairs.duke.edu/ihouse/living-essentials>

## TAXES

All internationals are required to complete federal tax returns while living or working in the United States, whether or not they earned income. **If you received money from Duke, contact Duke Corporate Payroll Services at [payroll@duke.edu](mailto:payroll@duke.edu) to let them know your new address. This way you can receive your W-2 (if you worked) and/or 1042S (if you received a scholarship that covered your living expenses or if you claimed tax treaty benefits) for your last year here.** If you have any additional questions, contact us at [ihouse@duke.edu](mailto:ihouse@duke.edu). Or contact the Internal Revenue Service (IRS) at [www.irs.gov](http://www.irs.gov) for all tax-related questions.

## TRAVELING BEFORE FLYING HOME

If you plan to travel within the U.S. before you leave, it is advisable to make airline reservations *at least* 3 weeks in advance in order to get cheaper fares.

## UTILITIES AND PHONE SERVICE

Notify utility companies at least one full week before your scheduled departure. Each company may require a forwarding address for your final bill or in order to mail you back a deposit. Make arrangements with a friend if you will be travelling or will already be back home. Again, you may need to keep your bank account open so refunds can be deposited.