

# Departure checklist

## For international student leavers

There are a few important things to remember when you are preparing to leave after your studies.

---

### ☐ End your tenancy

Tell your letting agent or landlord the date that you will leave your property.

Most tenancy agreements require you to give 1 or 2 months notice for leaving a property. It is important to do this so you can reclaim your security deposit: [www.eusa.ed.ac.uk/support\\_and\\_advice/the\\_advice\\_place/accommodation/moving\\_out](http://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/accommodation/moving_out)

### ☐ Finalise your utility bills

You should tell your internet and energy providers the date you will leave your property to make sure that you are not overcharged.

### ☐ Forward your mail

You can set up a redirection service to have your mail sent to a different UK or overseas address. There is a charge for this service: [www.royalmail.com/personal/receiving-mail/redirection](http://www.royalmail.com/personal/receiving-mail/redirection)

### ☐ Return your Police Registration Certificate

Before leaving the United Kingdom, you must return your registration certificate to your local police station, explaining that you are leaving the UK and giving the date of your departure and copies of flight details: [www.scotland.police.uk/contact-us/overseas-visitor-registration-registering-with-the-police](http://www.scotland.police.uk/contact-us/overseas-visitor-registration-registering-with-the-police)

### ☐ Cancel your mobile phone contract

Most network providers have a notice period of 1 month before they can cancel a mobile phone contract. Either call or visit your contract provider in branch to explore your options. If you do not cancel your mobile phone contract, you will be continuously billed on a monthly cycle.

### ☐ Cancel direct debits and subscriptions

Contact your service provider and advise them that you are cancelling your direct debit payments. Then, you may visit your bank branch and ask them to cancel the direct debits for you or do it via online banking yourself. Subscriptions could include a bus pass or gym membership.

### ☐ Arrange shipping of your belongings

If you have belongings that you can't personally take home, then you may wish to arrange for shipping services.

### ☐ Inform your doctor and dentist

You should tell the doctor (GP) and dentist you are registered with that you are leaving. It is advisable to get information about treatments and prescription medicines you have received, so that this can be passed on to doctors and dentists in your home country.