### Checklist of important things to do before departure

<table>
<thead>
<tr>
<th>Item</th>
<th>To do</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Ask your phone company to disconnect your phone at least a week before departure so you can pay any debt or receive a refund before you leave</td>
<td></td>
</tr>
<tr>
<td>Electricity/gas</td>
<td>Advise the company 2 working days before departure so the meter can be read and the final account sent to you</td>
<td></td>
</tr>
<tr>
<td>Accommodation</td>
<td>If renting, make sure you give the landlord or agent notice in writing of your departure date. Check lease for length of notice (usually 2 to 4 weeks) Clean house/flat and ask for inspection of property 1 or 2 days before departure. Sign a claim form for bond so agent/landlord can forward it to the Rental Bond Board for a refund if the premises have been left in good condition. Give the Rental Bond Board your forwarding address if you cannot get the refund before you leave Hand in keys to landlord/agent</td>
<td></td>
</tr>
<tr>
<td>Bank</td>
<td>Close your account Pay any outstanding amounts on credit cards</td>
<td></td>
</tr>
</tbody>
</table>
| Home country address-leave with | University – change it on SOLS.  
Alumni Office. (www.uow.edu.au/alumni/contact.html)  
Friends or contacts.  
Post office for redirection of mail (for a fee of $9 for the first month).  
Any journals to which you subscribe. |             |
| Return borrowed items       | To libraries.  
Friends.  
Return key to your department if applicable. |             |
| Graduation                  | Ensure that you lodge application before relevant date in May (July ceremony) and in September (December ceremony). |             |
| Disposing of unwanted items | Advertise furniture, etc for sale or donate to friends  
Sell or give away unwanted text books |             |
| Transporting your luggage   | Compare price of shipping companies, air and sea mail, air freight, excess luggage, unaccompanied baggage.  
If taking equipment such as computers, check on regulations regarding packaging and transportation.  
Check with Australian Customs for information on prohibited exports.  
Check with your embassy on your country’s customs regulations. |             |
| Farewells                   | Allow time to say goodbye to friends, University staff and anyone who has been significant to you during your stay.  
Get contact details so you can stay in touch. |             |
| Airline tickets             | Confirm booking 72 hours before departure.  
If you require a specific menu on the flight, inform the airline or booking agent as early as possible. |             |
| Travel to airport           | Arrange transport so that you arrive 2 hours before departure. |             |
| Arrival                     | Notify family of arrival date and time.  
Notify employer if applicable. |             |

Adapted from Oriented for Success: A Resource book on Overseas Student Services, Ed, Michelle Barker, AIDAB 1990 and AusAID’s Orientation Guidelines