



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

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GOING HOME CHECKLIST

University

- ☐ Inform ISSS of your departure plans and fill out the [Departure Form](#).
- ☐ Apply for graduation. If you are attending the [commencement ceremony](#), check the date before booking your ticket.
- ☐ If you work on campus, check with your supervisor/employer about the office's departure procedures.
- ☐ 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 health and dental records.
- ☐ Update your mailing address on [Ramweb](#).
- ☐ Back up your computer files.
- ☐ Forward your CSU email to a personal email account. If you are a student, your CSU email account will remain active for 1 year after your graduation. If you are an employee, your CSU email account will be terminated immediately.
- ☐ Join the [Alumni Association](#) and stop by the Alumni Center (Pitkin and College) to pick up your graduation gift.
- ☐ Join CSU interest groups on [LinkedIn](#).

Financial

- ☐ Pay any outstanding medical bills.
- ☐ Close your bank and credit card accounts and transfer money to a home bank account. Make sure to close off any remaining credit card balances.
- ☐ Leave your home mailing address with your current employer. Your employer may need to send your W2 statement for tax purposes.
- ☐ Check current [tax information](#) on the ISSS website. This includes those who have been in the U.S. for a brief time or who have not been employed.

Personal and 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.
- ☐ Apply for [Optional Practical Training](#) or [Academic Training](#) if you are planning to stay in the United States to gain professional training after you graduate.

Housing and Family

- ☐ Confirm the move-out date from your housing (residence hall 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 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 and other personal items to many local charities. You can sell items in a garage sale or online.
- ☐ Send any belongings home.
 - Note: The U.S. Postal Service no longer offers surface mail shipping services (only air mail).
 - Need packing boxes? Check out your local grocery or liquor store for free boxes.
 - Research possible “extra baggage fees” for airlines.
- ☐ If you are staying in the U.S., fill out a [change of address form](#) with the U.S. Postal Service.
- ☐ The U.S. Postal Service will not forward mail internationally. If you need your mail to be forwarded to you in your home country, make arrangements with a mail forwarding company.
- ☐ If you have children attending a local school or daycare, confirm your child’s last date 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 and new immigration documents together in a safe place (carry them with you and do not put them in your checked luggage.)
- ☐ Bring photocopies of all important documents.
- ☐ 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.

How to Leave Well

- ☐ Take pictures of your favorite people, places, foods, etc.
- ☐ Make a list of 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! See “[70 Things to do at CSU](#)” for some ideas.

Compiled with Going Home Checklist ©2003 Regents of the University of Minnesota and University of Washington International Student Going Home Checklist.