

# Returning home checklist

## Start planning early

| Topic           | Action   | Done |
|-----------------|--|------|
| Graduation      | Make sure to apply to graduate the semester <b>in</b> your final semester, and before you receive your results. Please see Graduating at Monash for details:<br><a href="http://www.monash.edu/graduations">www.monash.edu/graduations</a>   |      |
| Visitor's visa  | If your visa expires before your graduation ceremony in Australia, you'll need to apply for a visitor's visa. For more information, please go to the Department of Immigration and Border Protection<br><a href="http://www.border.gov.au/Trav/Visa">www.border.gov.au/Trav/Visa</a> website.  |      |
| Academic record | If you need a copy before graduation, please see Academic record (transcript) for details:<br><a href="http://www.monash.edu/connect/official-documents/academic-transcripts">www.monash.edu/connect/official-documents/academic-transcripts</a>   |      |
| Passport        | Make sure your passport and visa are both valid, and that you have the right visas if you're stopping over in other countries.   |      |
| Flights         | Book your flight home and confirm travel arrangements.   |      |
| Packing         | Allow six weeks to sort through and pack your belongings.  |      |
| Tax             | If you have earned an income and paid tax, you'll need to lodge a tax return:<br><a href="http://www.ato.gov.au/Individuals/Lodging-your-tax-return/">www.ato.gov.au/Individuals/Lodging-your-tax-return/</a>  |      |
| Children        | Please let the school or childcare centre know when you're leaving.  |      |
| Pets            | If you're taking pets with you, please make arrangements for them. Or you may wish to give them away to a good home. You can contact the RSPCA for advice: <a href="http://www.rspcavic.org">www.rspcavic.org</a>  |      |
| Renting         | Make sure to notify your landlord or estate agent in writing at least four weeks before you plan to move out of your house or flat. For more information about ending a lease or residency, please see the Consumer Affairs Victoria website: <a href="http://www.consumer.vic.gov.au/housing-and-accommodation/renting/ending-a-lease-or-residency">www.consumer.vic.gov.au/housing-and-accommodation/renting/ending-a-lease-or-residency</a> |      |

### About a month before departure

| Topic                          | Action  | Done |
|--------------------------------|---|------|
| Freight/shipping               | Check freight costs and organise how to send your things home.  |      |
| Customs                        | Check customs and quarantine rules to see what you can take home:<br><a href="http://www.border.gov.au/Trav/Ente">www.border.gov.au/Trav/Ente</a>   |      |
| Fees                           | Don't forget to pay any unpaid University fees or fines.  |      |
| Health cover                   | Submit any outstanding Overseas Student Health Cover (OSHC) claims or apply for a refund.   |      |
| Postgraduate research students | Organise how thesis corrections and binding will be handled. Please see Graduate Research (Handbook for Doctoral Degrees) for more information:<br><a href="http://www.monash.edu/graduate-research/fags-and-resources/content/chapter-seven/7-1">www.monash.edu/graduate-research/fags-and-resources/content/chapter-seven/7-1</a> |      |

### Last two weeks before departure

| Topic   | Action  | Done |
|---------|---|------|
| Renting | Arrange to have your phone, gas, water and electricity disconnected. Make sure to pay all outstanding bills. Clean your rental property and arrange for an inspection. Return the keys and request the return of your bond. |      |

### Last few days before departure

| Topic           | Action  | Done |
|-----------------|---|------|
| Contact details | Please update WES with your overseas address.   |      |
| Mail            | Arrange for the post office to forward your mail:<br><a href="http://www.auspost.com.au/parcels-mail/redirecting-your-mail.html">www.auspost.com.au/parcels-mail/redirecting-your-mail.html</a>   |      |
| Keep in touch   | We'd like to stay in touch with you so please register your details with the Alumni Relations office: <a href="http://community.monash.edu.au/update">community.monash.edu.au/update</a>  |      |
| Bank accounts   | Close your bank accounts.   |      |
| Borrowed items  | Return borrowed items (e.g. library books, videos or household items).  |      |
| Goodbyes        | Leaving friends and staff with whom you've shared your University experience can sometimes be difficult. You'll want to allow time to say goodbye to them, and perhaps prepare emotionally for this:<br><a href="http://www.monash.edu/_data/assets/pdf_file/0005/280274/prepare-emotionally.pdf">www.monash.edu/_data/assets/pdf_file/0005/280274/prepare-emotionally.pdf</a> (pdf, 0.2mb) |      |