

Returning home checklist

To help you get ready to move back home, here's a to-do list for travel preparations, leaving the University, your accommodation and work, and financial preparations.

1. Travel preparations

Task	Make sure you
Book a flight home	<ul style="list-style-type: none"><input type="checkbox"/> Check the date of your last exam or assessment.<input type="checkbox"/> Check your visa expiry date and extend it if required/allowed.<input type="checkbox"/> Book your flight(s) early.<input type="checkbox"/> Make sure your passport is valid.<input type="checkbox"/> Get travel insurance for your trip home.<input type="checkbox"/> Arrange any visas needed for stopovers on your way home.
Explore postage and shipping options	<ul style="list-style-type: none"><input type="checkbox"/> Check the maximum baggage allowance included in your airfare.<input type="checkbox"/> Check the cost of excess baggage on your flight.<input type="checkbox"/> Consider postage and shipping options. Look at different companies and see if they have student discounts.<input type="checkbox"/> Consider giving away or selling belongings you can easily replace at home to reduce the cost.<input type="checkbox"/> Get insurance for items you ship or post and take photographs of the items in case anything is damaged or lost.
Prepare for your flight	<ul style="list-style-type: none"><input type="checkbox"/> Weigh your bags to make sure you're within the baggage allowance (for both check-in and carry-on luggage).<input type="checkbox"/> Confirm your flight 72 hours before departure.<input type="checkbox"/> Check how long you need to be at the airport before departure (allow time to claim any Goods and Services Tax (GST) refunds you're eligible for).<input type="checkbox"/> Check the Australian immigration website www.border.gov.au and your home country's immigration website to make sure your luggage complies with customs requirements.

2. Leaving the University

Task	Make sure you
Pay all outstanding fees and fines	<input type="checkbox"/> Check you don't owe any library, parking, Student Services and Amenities fees, tuition fees or other University fees. Outstanding fees may prevent you from accessing your academic transcript and graduating.
Return borrowed items	<input type="checkbox"/> This could include items from the library, laboratory or studio equipment, ICT devices, or keys/swipe cards.
Order copies of your academic transcript	<input type="checkbox"/> If your final academic transcript is available before you leave, it's a good idea to get additional copies while you're here rather than wait for them to be posted.
Change your personal details in Sydney Student	<input type="checkbox"/> Log in to Sydney Student and update your postal address in your home country. If you don't yet know where you'll be living, ask your parents or a friend if you can temporarily enter their address.
Get copies of your unit of study outlines	<input type="checkbox"/> In the future if you want to apply to recognition of prior learning, you'll need to provide information about your unit(s) of study. Get copies now while they are still current.
Prepare for graduation	<input type="checkbox"/> Find out your graduation date. <input type="checkbox"/> Check the date your visa expires and consider extending your visa or getting a tourist visa if you want to attend your graduation ceremony.
Find out about the Alumni and Development team	<input type="checkbox"/> Visit the alumni website to learn about: <ul style="list-style-type: none"> - in-country alumni chapters and events in your home country - careers information and networks - online mentoring - ambassadorship and volunteering - alumni awards - the <i>Sydney Alumni Magazine</i> (SAM) - a free alumni email address - further opportunities to study at the University.

3. Leaving your accommodation

Task	Make sure you
Notify your landlord and housemates in writing	<ul style="list-style-type: none"> <input type="checkbox"/> Check your lease or with your landlord or real estate to find out the amount of time you are legally required to provide when giving notice to move out. Give this notice in writing. <input type="checkbox"/> Give your housemates plenty of warning that you'll be leaving. <input type="checkbox"/> Ask your landlord or real estate for a rental reference.
Remove your name from the lease	<ul style="list-style-type: none"> <input type="checkbox"/> If your name is on the lease, arrange with your housemates and real estate agent to remove your name so you're not responsible for the property.
Get your bond back	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure you leave the property clean and tidy and repair any damage you may have caused (beyond reasonable wear and tear), this includes all outdoor areas. <input type="checkbox"/> Return all keys, swipe cards and garage door openers. <input type="checkbox"/> If your landlord decides to take some bond for cleaning or other issues, you will need to agree to the amount. If you think the amount is unfair, contact the NSW Civil and Administrative Tribunal.
Finalise bills and cancel utilities	<ul style="list-style-type: none"> <input type="checkbox"/> Cancel direct debits after your final payments. <input type="checkbox"/> Check your accounts are paid in full before you cancel them, including: <ul style="list-style-type: none"> - electricity - gas - water - internet - telephone - mobile phone contract - gym membership. <input type="checkbox"/> Organise a redirect for your mail through Australia Post. <input type="checkbox"/> Arrange to have your name removed from any utility accounts if your housemates are staying at the property.
Moving out	<ul style="list-style-type: none"> <input type="checkbox"/> Make a list of your belongings (including furniture) and sort them into items you'll take home, throw out, give away or sell. <input type="checkbox"/> If you want to get rid of any items, consider the following options: <ul style="list-style-type: none"> - donating to charity (eg, Salvation Army, St Vincent de Paul and Red Cross). Some charities will pick up your items. - selling online using Gumtree or eBay - holding a garage sale - for larger items that need to be thrown out, contact your local council to arrange curb-side rubbish collection. <input type="checkbox"/> Think about what you'll need to move and pack your belongings.

4. Leaving work

Task	Make sure you
Notify your employer in writing	<input type="checkbox"/> Check the notification period you need to give.
Contact your manager or Human Resources (HR)	<input type="checkbox"/> Make sure you will be paid any remaining wages, annual leave or sick leave. <input type="checkbox"/> Request a group certificate for your tax return. <input type="checkbox"/> Change your contact details with HR.
Prepare for your next job	<input type="checkbox"/> Ask for a written reference from your employer. If you were volunteering or working as an intern, this reference is important to prove that you worked there. <input type="checkbox"/> Ask your manager if they are happy to be listed as a reference on your CV. <input type="checkbox"/> Take a copy of your job description. <input type="checkbox"/> Find out if the company or your colleagues have contacts in your home country for future work.
Stay in touch	<input type="checkbox"/> Get your colleague's contact and LinkedIn details. <input type="checkbox"/> Speak to your recruitment department about sponsorship opportunities if you're interested in coming back to work. <input type="checkbox"/> If you're thinking of returning to Australia to work, think about speaking with a migration consultant in Sydney before you go to find out the process.

5. Financial preparations

Task	Make sure you
Finalise all bills, fines and fees	<input type="checkbox"/> Pay all outstanding fees and bills so your credit history and future visas aren't affected.
Overseas Student Health Cover (OSHC)	<input type="checkbox"/> Submit any outstanding medical insurance claims. <input type="checkbox"/> Contact your health cover provider if you finish your studies early and are eligible for a refund. <input type="checkbox"/> Change your contact details with her health cover provider. <input type="checkbox"/> Ask your doctor for a copy of your medical records and details of any medications you've been using. <input type="checkbox"/> If you need to take prescription medication back home, ask your doctor for a letter authorising this and leave the medication in its original packaging.
Tax return and superannuation	<input type="checkbox"/> If you have worked in Australia, ask your manager or HR for your group certificate and lodge a tax return with the Australian Taxation Office. <input type="checkbox"/> Contact your superannuation provider to find out if you are eligible to be paid out any superannuation benefits.
Close Australian bank accounts	<input type="checkbox"/> Pay all credit card balances, loans and bank fees. <input type="checkbox"/> Close your Australian bank account(s) and transfer remaining money overseas. <input type="checkbox"/> Change your contact details with your bank. <input type="checkbox"/> Don't take out large amounts of cash – you need to declare to Customs at the airport if you're leaving with more than \$10,000 cash in Australian or equivalent currency.
Get GST and WET refunds	<input type="checkbox"/> If you made major purchases while you lived in Australia and have the receipts to prove you paid the goods and services tax (GST) or wine equalisation tax (WET) for the item, you may be entitled to have this amount refunded at the airport. Find out more at www.border.gov.au/trav/ente/tour
Exchange Australian currency	<input type="checkbox"/> Exchange any remaining cash you have before you leave or at the airport.