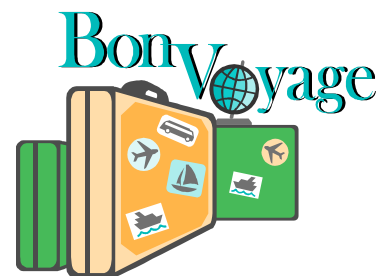


# Departure Checklist



## Things to Think About Before Leaving the University and Erie, PA

---

### IMMIGRATION DOCUMENTS

Review all of your immigration documents to ensure that they are valid and kept in a safe place:

- Do you have your original, signed I-20? If on OPT, are the dates correct on the 3<sup>rd</sup> page?
- If on OPT, does your EAD have the correct information on it (i.e. your name, start date, end date, etc.)?
- Do you have your passport? When does it expire? *Passports must be valid 6 months into the future.*
- When does your visa expire? *If you do not leave the U.S., you do not need a new visa stamp.*

If you are traveling abroad but plan to return to the United States, please consult with the ISO on the particular documents you will need to re-enter the country. **Your travel signature on page 3 expires after 6 months when you are in OPT**, so do not forget to have your I-20 signed before you leave Erie.

### UPDATE YOUR CONTACT INFORMATION, YOUR ADDRESS & YOUR NEW EMPLOYER INFORMATION

Leave a forwarding address/notification of address change with (1) the International Student Office, (2) the Registrar, (3) Human Resources, and (4) the Post Office. If you plan to be away for only a few weeks or months, you may ask the post office to hold your mail for you until your return. Companies from which you expect a bill should be notified individually, as well.

#### **IMPORTANT: Make sure the following offices have your new address:**



- **Call the Registrar's Office at (814) 871-7611** - they need an address to mail you your diploma!
- **Call the Human Resources Office at (814) 871-7145** - they need an address to mail you your W-2 form and tax return information!
- **Visit the ISO website [www.gannon.edu/departmental/iso/forms.asp](http://www.gannon.edu/departmental/iso/forms.asp)** **(ADD THIS TO YOUR FAVORITES, SO YOU DO NOT FORGET!)** – we need to **report your current address in SEVIS within 10 days** or you will be out-of-status and lose your visa and EAD. Also, if you are on OPT, you must report **your employer's name and address in SEVIS.**

### HOUSING & HOUSEHOLD GOODS

If you would like to pass your apartment onto a new international student, please contact the ISO. Coordinating an apartment transfer will help new students upon their arrival in Erie and may save you on breaking a lease.

#### **On Campus:**

Review the procedures and policies outlined by Student Living with regard to preparing your room for departure at the break or after graduation.

#### **Off Campus:**

Notify your landlord, in writing, of your departure date. You should give at least 30 days' notice unless otherwise specified by your lease. If you have paid a security deposit, discuss with your landlord the condition in which the apartment must be left in order to secure the full return of your deposit money. Make clear arrangements as to when and to whom the deposit will be returned. Make clear arrangements with your roommates about paying final bills, covering damages, etc.

Notify all utility companies, including the companies which provide service for telephone, gas, electricity, water, garbage, etc. of your departure date, and arrange for final payment and refund of any deposit.

Consider donating any reusable items such as clothing, furniture, appliances, and dishes to charitable resale shops such as Goodwill Industries or the Salvation Army. Many of these organizations will pick up your donations if you call ahead of your departure. Or talk to the ISO and see if there are any current students/new students who may need your used items for their new apartment in Erie.

Arrange to ship your personal items. Check with your particular air carrier regarding the maximum weight allowed for luggage. You should retain a packing list of items that you mail, and it is suggested that you insure any difficult-to-replace items. Check with UPS, or the US Postal Service to determine the least expensive and/or most convenient way to ship your belongings. Mail and package delivery services offer various rates for particular items, if you pack your boxes according to their guidelines (US Postal discounts postage for a box of all books, for example).

## **INSURANCE**

Determine whether your medical insurance will cover travel or health care emergencies encountered during travel within and outside the United States, and the valid dates of coverage. Make sure you have adequate coverage for the time spent searching for a job, before you have an employer that may offer you health insurance.

## **UNIVERSITY TUITION AND FEES**

Settle your University account, and return all library materials and other borrowed items. Following graduation, your diploma and/or transcripts will not be released until after you have settled all accounts in full. **REMEMBER:** *you must have your diploma to apply for many jobs, as well as some immigration benefits like an H-1B.*

## **COLLECT IMPORTANT DOCUMENTS**

Be sure to arrange for official copies of your transcripts, diploma, and other important documents such as medical, dental, and children's school records, if you are leaving the United States.

## **BANK ACCOUNT**

Close your bank account officially rather than allowing the balance to drop to zero. You should do this in writing. If you will no longer use a particular credit card or charge account, pay the balance in full, notify the company you are cancelling, and shred the card. Failing to notify banks of your move or cancellation of an account may result in unnecessary fees for inactivity. These fees can add up and harm your credit history!

## **TAXES**

Discuss with the IRS and/or the Human Resources department at the University or with any company for which you have worked about your income tax obligations and how you will be able to meet your tax obligation at the federal, state, and city level after your departure. **NOTE:** *CINTAX online tax services provided by the ISO are reserved for currently enrolled students. However, each year, there may be some availability for graduates on OPT, on a first-come, first-serve basis. Contact your employer for assistance with your taxes first, but feel free to contact the ISO to be put on the wait-list for a CINTAX number after we serve all currently enrolled students..*

## **CAR AND DRIVER'S LICENSES**

Arrange for the sale or transfer of your vehicle. Consult the Pennsylvania Department of Transportation about the transfer of legal documents if someone else will complete the transaction after your departure. Do not leave your old license plates on any car you sell.

If you will be staying in Pennsylvania to work on OPT, you may apply for an extension to your Driver's License in PA as long as you have your I-20 and EAD card. If you will be moving to a new state, you cannot keep your PA license. **You must obtain a new Driver's License from the state of your new residence.**

## **ALUMNI ASSOCIATION**

Get complete address, fax, telephone, and email information for faculty, staff, and friends. Contact the Alumni Association ([www.gannonalumni.org](http://www.gannonalumni.org)) to establish yourself within the worldwide network of Gannon grads.

## **EXPIRATION DATES FOR UNIVERSITY ACCESS AND SERVICES**

Students who graduate may expect to access GUXpress and Gannon email accounts up to one full semester after graduation. Your Gannon student ID usually expires about one week after the graduation date, which means that you will no longer be able to enter the CAP Rec Center, computer labs, the dining hall, etc.

***Best wishes on your next journey in life! If you have any questions, feel free to contact us!***

**Connie Peterson-Miller**  
Director

Email: [peterston031@gannon.edu](mailto:peterston031@gannon.edu)  
Phone: (814) 871-7030

**Matt Brinker**  
Associate Director

Email: [brinker001@gannon.edu](mailto:brinker001@gannon.edu)  
Phone: (814) 871-5356

**Mehmet Çultu**  
International Student Advisor

Email: [cultu001@gannon.edu](mailto:cultu001@gannon.edu)  
Phone: (814) 871-7624