



Departure Checklist

When you use this checklist, it means that you are about to leave Rocky Mountain College and your undergraduate college life behind. We hope your time at RMC has been enjoyable and filled with wonderful times and a great education. Please use this checklist as a way of making sure that your departure is as easy as possible.

- Close all bank accounts. Make sure you get a final statement showing that the account has been closed.
- If you live off campus, notify your landlord 30 to 45 days before you move out of your apartment/house. Make sure you follow the landlord's guidelines.
- If you live off campus, notify the telephone, electric, and gas companies to discontinue service on the date that you leave the apartment/house. Check with your landlord for guidelines.
- Leave a forwarding address with the mail room if you live on campus or with the U.S. Post Office if you live off campus.
- Pay all outstanding bills, including credit cards, library fines, college fees, traffic fines, etc.
- Return all borrowed articles and books.
- Give away items you won't take with you to friends or to charitable organizations like the Montana Rescue Mission (MRM), Friendship House, or the Salvation Army.
- If you bought a car, sell it and be sure to have the title transferred to the new owner before you leave. If this isn't possible, sign a "power of attorney" form and leave it with a friend who will sell your car for you. Do not leave license plates on the car.
- If you are going to mail or ship belongings back to your home, compare costs among various shipping companies.
- Call your consulate or embassy to check your country's customs and currency restrictions. Decide whether to change your U.S. currency here or at home.
- Reconfirm your flight plans and be sure to ask your airline in advance what services and restrictions apply, including the restrictions for carry-on luggage and checked baggage. Keep all important documents in your carry-on luggage.
- If you plan to return to the U.S. in the future to study in a new program, you will need to obtain new entry documents just as you did to begin your program here.