



End of Semester Checklist

Refer to this checklist at the end of each semester.

- If you are leaving the U.S., take your I-20 to the Office of International Programs to be sure the travel signature is valid for the year. Do this two weeks before classes end or before you leave the country.
- If you live on campus, follow check-out procedures for your residence hall.
- If you live off campus and you are leaving Billings, be sure that your bills are paid and that you have notified the U.S. Post Office to hold your mail. Notify your landlord that you will be leaving and for how long you will be gone.
- If you live on campus, give the mail room your forwarding address or ask them to hold your mail.
- Make sure all bills and fees are paid before the end of the semester.
- Sell back books you won't need.
- Return all borrowed books and articles.
- Reapply for financial aid if you need it.
- Sign up for a new room and roommate if you know with whom you want to stay.