

Returning Home: A Checklist

We have prepared this guide to help you think through next steps to end your stay in the US.

□ Notifying ISO

- If you are ending your stay before earning your degree, complete the [Withdrawal Form](#). Make sure you depart within 15 days.
- If you are ending your stay during OPT, complete the [OPT Reporting Form](#). Make sure to depart within 60 days of the last day of your OPT period **or** 90 days of unemployment.
- If you are departing after graduation/end date of your I-20, notify us via email to gcciso@glendale.edu that you have decided to depart within your 60-day grace period. Your 60-day grace period begins on the day after the last day of studies.
- If you are a sponsored student, complete any additional necessary departure processes with your sponsor.

□ Get Your Transcripts/Diploma

- Order any [final transcripts](#) before leaving the US. Keep these sealed if you wish to use them for application purposes to other schools.
- After departing the US, update your mailing address in [MyGCC](#) to your overseas address. Update your personal email address, if necessary.

□ Dependents

- If you have dependents, consider their needs (i.e., F-2 or J-2 children may need to be withdrawn from schools; a J-2 with an EAD may need to give notice to quit; etc.)
- If you have dependents attending school, request final transcripts from those schools.

□ Employment

- Be aware of your final date of legal work authorization - this is the last day of the semester or last day of OPT. Contact ISO with any questions.
- Submit your resignation letter and complete any employer exit interviews.
- Update your CV or resume with your education, experience, and skills gained.
- Update your address for tax filing paperwork with your current and previous employers. Mark mid-March in your calendar to remember to file [US taxes](#) by the April deadline.
- Determine how to receive your last paycheck and clarify any entitlements (pension plans, retirement savings, and other benefits) with your employer's benefits office.
- Return any necessary work items (i.e. keycard, technology, office equipment, borrowed items).

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❑ Finances

- Settle any financial debts and bills, or set up repayment plans.
- Close out your bank account and any credit cards you will not use after departure. Safely destroy credit cards by cutting or shredding the card and disposing of the pieces in separate trash pickups. Make sure you cut through all sensitive information: your name, the full card number (cut across all sets of digits), the security code (CVV), the EMV chip (the small gold or silver square on the front) and the signature panel.
- If you have a social security number, monitor your [credit report](#) for identity theft.

❑ Health

- Get copies of medical records and any prescriptions from US providers.
- If necessary, consult with your healthcare providers in the US on transitioning to a new provider in your next destination.

❑ Housing, Transportation & Utilities

- Cancel any housing contracts or leases within the required period. Follow steps to regain security deposits and speak with your leasing office regarding any options to receive payment in your home country.
- Contact utilities, phone, internet, bank account, cable, etc., to end your accounts. Request refunds of deposits, if necessary.
- Switch any two-factor authentication (2FA) to new phone numbers.
- Officially change your mailing address:
 - Visit a [US Post Office](#) to request a change of address to an international address
 - Complete Change of Address (COA) form [PS Form 3575](#) for a domestic move at your [local post office](#) and complete [identity proofing](#) **BEFORE** leaving the United States
- Arrange transportation to your next destination. Check if you will need to apply for a transit visa for any countries you are transiting through. You may find the [VisaHQ](#) site helpful.
- Sell or donate vehicles, furniture and belongings.
- Pack your belongings and review the [Don't Pack a Pest resources](#) to learn about risks associated with carrying certain types of food, plants, or other agricultural items.

❑ Stay Connected!

- Join GCC's [Alumni Association](#).
- Consider joining relevant LinkedIn groups and other professional networks.
- Say goodbyes and show appreciation to friends, professors, colleagues, mentors, etc. Get contact information and social media handles - you never know when they can help with future endeavors. 😊