**提出期限までにこの退去届を留学交流推進課にメールで提出してください。**

**Please submit this form to the International Office via E-mail by deadline.**

**確認した後、最後の家賃を記入してこの退去届をメールで返します。**

**We will let you know your final rent payment by return after we check your moving-out information.**

**新潟大学外国人留学生借上宿舎退去届**

**Notification of Departure from Apartment House for International Students, Niigata University**

|  |
| --- |
| **Date: y 年/ m 月/d 日** |

新潟大学外国人留学生借上宿舎運営責任者　殿

To: Director of Apartment House for International Students , Niigata University

下記のとおり，新潟大学外国人留学生借上宿舎から退去しますのでお届けします。

I hereby notify my departure from Apartment House for International Students, Niigata University.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **所属 Faculty/Graduate school** | | | **在籍番号Student ID** | | | **氏名Name** | |
|  | | |  | | |  | |
| **1** | **借上宿舎名　居室番号**  **Apartment Name ＆ Room Number** | | **借上宿舎名 Apartment Name　　　　 居室番号　Room Number**    **No. 号室** | | | | |
| **2** | **入居許可期間の最終日**  **Final Day of the Permitted Period of Residence** | |  | | | | |
| **3** | **退去日（室内の点検、精算）**  **Move-out Day &**  **Room Inspection Time** | | **y 年/ m 月/d 日**  **※平日のみ　weekdays only** | | | | |
| **退去手続きをする時間**  **Time to take an inspection of the room and payments of utilities** | | * **①9:00～12:00　　　□　②13:00～15:00　　　□　③15:00～17:00**   **Stay in your room until all inspections and payments are done.** | | | | |
| **4** | **退去の理由**  **Reason for Departure** | | **□　入居許可期間満了のため Expiration of Permitted Period of Residence**  **□　その他 Other Reasons（　　　　　　　　　　　　　　　　　　　　　　　）** | | | | |
| **5** | **退去後の連絡先**  **Contact Information after Departure** | | **住所**  **Address** |  | | | |
| **電話番号**  **Phone Number** |  | | | |
| **ﾒｰﾙｱﾄﾞﾚｽ**  **E-mail Address** |  | | | |
| **6** | **指導（受入）教員への報告**  **Have you informed your academic advisor of leaving NU?** | | **有**  **Yes** | | **無**  **Not yet** | | **新潟大学に引き続き在学する**  **Continue my study at NU** |
| **7** | **所属学部学務係への報告**  **Have you informed the Student Affairs Section of your Faculty of change of address?** | | **有**  **Yes** | | **無**  **Not yet** | | **\*新しい住所を学務係へ必ず報告してください**  **\*You must tell your new address to the Student Affairs Section of your faculty/graduate school.** |
| **最後の宿舎費と支払期限日**  **Final rent & payment due date** | | **※退去する最後の月の家賃はこちらからお伝えします**  **We will let you know your final payment here after you submit the form. 　 　　　　　　　　　　　　　　　 YEN** | | | | | |
| 【大学使用欄】  STAFF ONLY | | | | | | | |

**※退去届提出時に、わかる範囲で記載してください。ただし、正式な日程等が決定したら、必ず留学交流推進課へ連絡してください。**

**\*Please fill in as much information as you can find at the time of submission. Be sure to provide us with your final schedule to International Office as soon as you set them.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **帰国する場合のみ記入**  **Only for those who are returning home** | 日本を出る日  the day of your departure from Japan | |  | |
| 空港　Departure Airport | |  | |
| 便名　Flight number | |  | |
| 行き先　Destinations | |  | |
| 出発時刻　Departure Time | |  | |
| アパート退去後についておしえてください  Where are you going to after leaving your room? | | | 詳細Descriptions | |
| 例：e.g  2/26　次のアパートに入居 /Move in　next apartment on Feb.26  2/25-26 成田のホテル/Stay at a hotel in Narita from Feb.25-26 | | |  | |
|  | | |
| 粗大ごみについて　Oversized-waste  ある場合は☑　を入れてください Check the boxes if you have any of the following items. | | | | |
| 品目 items | | 粗大ごみとしてすてる Dispose as oversized- waste | 友達にあげる  ※☑のある人はこちらから連絡します。  Give it to a friend. If you check here, International Office will contact you. | その他 others |
| 自転車  Bicycles | |  |  |  |
| ふとん Futons  ★レンタルふとんは除く  Except rental futons | |  |  |  |
| こたつ/テーブル  Kotatsu / Tables | |  |  |  |
| 鏡  Mirrors | |  |  |  |
| スーツケース  Suitcases | |  |  |  |
| カーペット/ラグ  Carpets / rugs | |  |  |  |
| 家電リサイクル対象品 Recyclable electric appliances | | | | |
| テレビ TVs | |  |  | |
| その他　Others | |  |  | |

1