



INTERNATIONAL STUDENTS RETURNING HOME CHECKLIST

UNIVERSITY MATTERS		
WHAT	TASK	NOTES
GRADUATION	Register to attend/defer your graduation ceremony. Receive your graduation pack by mail/collect. Online registration via the Graduations Channel in your mystudies tab in OASIS.	Graduation dates and deadlines: http://graduations.curtin.edu.au/datesdeadlines.cfm
FURTHER VISAS	If your Student Visa expires prior to your graduation ceremony in Australia, you may be eligible for other types of visa including: <ul style="list-style-type: none"> - Visitor Visa (Subclass 600); or - Temporary Graduate Visa (Subclass 485) Contact the Dept. of Home Affairs or a Migration agent to discuss your options The following may be required to apply for these visas: <ul style="list-style-type: none"> • Letter confirming course completion • Passport • Application Fee • Proof of Health Cover for period of stay • Finances to support stay Apply only after exam results are published	Department of Home Affairs: https://www.homeaffairs.gov.au/trav Visitor visa (subclass 600): https://www.homeaffairs.gov.au/trav/visa-1/600- Temporary Graduate Visa (Subclass 485): https://www.homeaffairs.gov.au/trav/stud/post
HEALTH COVER OSHC	-Submit claim for any outstanding Overseas Health Cover. - Apply for a refund if your cover expires after you graduate and leave Australia	OSHC representative on campus: Curtin Connect: Bldg 102 Monday – Friday 10:00am – 4:00pm Lodge online : https://www.oshcallianzassistance.com.au/
FEES FINES RETURNS SANCTIONS	Pay any outstanding Tuition Fees, Library or Parking fines, SAAF Fees Sanctions prevent access to exam results, graduating, obtaining official transcripts. Return borrowed Library items.	Fees Centre: http://students.curtin.edu.au/essentials/fees/
UPDATE ADDRESS	-Update your permanent mailing address and contacts via OASIS	
'ACADEMIC TRANSCRIPT' 'GRADUATION STATEMENT' 'LETTER OF COURSE COMPLETION'	Documents required for employment purposes. Request online via OASIS . Welcome tab, click Official Documents link. Process/printing/postage will take 3 – 5 days.	http://students.curtin.edu.au/essentials/forms-documents/official-student-documents/
REFERENCES	Request personal and professional references from supervisors, lecturers, tutors, employers. Include their contact details.	
ALUMNI	Register with Office of Alumni Relations. Join the worldwide Curtin Alumni network. Update your home contact details!	Alumni: http://alumni.curtin.edu.au/
PROFESSIONAL ASSOCIATIONS DIRECTORY SPECIALISTS + COLLEAGUES	Make a list of professional organisations and journals. Register with professional bodies Update directory and professional contact details	

PERSONAL MATTERS

WHAT	TASK	NOTES
ACCOMMODATION	<ul style="list-style-type: none"> -Inform landlord or agent of your intention to vacate your accommodation <i>in writing</i>. Ensure it is done within the required notice period. -Arrange an inspection date -Complete Condition Report -Sign a Bond Claim Form for refund. -International students should discuss with agent/landlord bond refunds to other countries. -Return keys -Leave a forwarding address. -Contact Housing Services if you have concerns about contract termination. 	Housing Services: Curtin Connect Building 101 Email: housing@vc.curtin.edu.au Telephone: +61 8 9266 4430 Fax: +61 8 9266 7455
CLEANING	Book professional cleaners or hire carpet cleaning equipment prior to inspection.	
UTILITY BILLS	<ul style="list-style-type: none"> -Contact providers and arrange to have electricity, gas, phone, water, internet, cable TV disconnected. - Pay all outstanding bills 	
MAIL	Arrange for Post Office to forward your mail or redirect to a friend's address. (Fees apply)	Australia Post 131318
BANK ACCOUNTS	Close your account once all refunds and outstanding payments are completed.	
CREDIT CARDS	Settle outstanding Credit Card bills.	
INCOME TAX	If you were employed in Australia, complete and lodge an 'Income Tax Return' claim form.	Australian Tax Office: www.ato.gov.au
SUPERANNUATION	If you worked in Australia, your employer may have been paying into a Superannuation Fund. 'Request for Departing Australia Superannuation Payment' (DASP) – temporary resident form	Superannuation Infoline: 13 10 20 Email: DASP@ato.gov.au https://www.ato.gov.au/Forms/Applying-for-a-Departing-Australia-super-payment/
BOOK FLIGHTS	<ul style="list-style-type: none"> -Book flights and make other travel arrangements. -Advise your family of your plans 	
PACKING	Start sorting and packing well in advance.	
SENDING EXCESS BAGGAGE	<ul style="list-style-type: none"> -Investigate different freight companies and compare prices. (Sea Mail, Airfreight or Air Cargo). -Consider time taken for packages to be delivered and insurance costs. -Check cost of taking extra luggage on your flight 	
UNWANTED GOODS	<ul style="list-style-type: none"> -Make a list of unwanted goods. -Advertise to sell on campus noticeboards, in local newspaper or online. -Hold a 'Garage Sale' with friends -Donate to charity or give to other students/friends 	
SELLING A CAR	Department of Transport Transfer licence within 14 days (online or form)	http://www.transport.wa.gov.au/licensing/sell-a-vehicle-transfer-licence.asp
PASSPORTS AND VISAS	Ensure your Passport is valid and that you have Visas if required for stopovers in other countries.	
CHILDREN	If you have children, notify their school or childcare <i>in writing</i> of when they will be leaving.	
GOODBYES	Make the time to call friends, colleagues and university staff to say goodbye. Exchange contact details.	