

Before You Leave



4-5 Months before Departure

- Make an assessment of your personal belongings and decide whether you plan to ship things home or if excess baggage will be sufficient. Refer to the “Shipping Information” document for more details.
- Meet with Shama regarding your airline tickets. If you choose to make your own arrangements, please give her the travel details. Keep in mind that because of paperwork and processing, you may not leave until 7 days after graduation.
- Check with the finance office regarding the particulars of your contract and what amount of money is available to you for moving expenses. Pay for your freight charges before you leave.
- Be sure to hang on to your passport (whether it’s expired or not) which contains your **original entry visa**. The tax department wants to have a look at the dates of entry and departure in the original passport you entered the country with. They do this to ascertain whether you are a tax resident or not.

1 Month before Departure

- Complete the “Exit Interview Form” and set a meeting with the director. You will have opportunity to ask questions and express any concerns you may have before you leave.
- Plan to attend the Staff Farewell Banquet.
- If you have a work permit, give your passport to Steven Koo in the office. This will enable them to cancel your work permit and close your tax file. It is crucial this be completed at the minimum of two weeks before you leave.
- Plan to leave about RM 1000 in your school account so that the school can pay your June utility bills and other miscellaneous expenses not yet deducted before your departure. (It’s not uncommon to keep your school account for about three months after your departure.)
- Make a photocopy of the last two months of utility bills (electric, water, phone) and give them to Adeline. She will need you to read your electric meter the day you leave.
- If you have an amah, settle your financial obligations with her before you leave. If you plan on having her clean your apartment/home after you leave, ensure that she receives payment for her work either by paying her before you leave or leaving money in the office which she can come and collect.

Several Days before Departure

- Close your bank account.
- Return your school keys (office, classroom, main office, gym, vehicle keys, etc.) to Amy. Make sure they’re sufficiently marked so she knows what they’re for.
- Complete the “House/ Apartment Clean-up Checksheet” and set an appointment for Steven Koo to check you out of your residence.

- Communicate with the maintenance department about any repairs that need to be completed before the next person moves into your apartment/home.
- Clean out your classroom and office and be sure that you complete all check-out forms with your principal.
- Get your passport from Raj.

The Day of your Departure

- Read your electric meter and pass those numbers on to Adeline.
- Lock up your house/apartment, make sure all lights are off, leave your house/apartment keys with Amy or Steven Koo.