

# NEW ZEALAND SCHOLARSHIPS DEPARTURE CHECKLIST

VICTORIA UNIVERSITY OF WELLINGTON · NEW ZEALAND



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

NEW ZEALAND

Please complete this form and return it to your  
International Student Officer

## STUDENT'S DETAILS

FULL NAME (AS WRITTEN IN PASSPORT)

CONTACT PHONE NUMBER

CONTACT EMAIL ADDRESS

**When is your final exam/assessment date?**

**Have you confirmed your final travel?**

Yes

**What is your departure date?**

No. Please email your travel form with passport and visa to

[Victoria.University@apx.co.nz](mailto:Victoria.University@apx.co.nz)

**Extra baggage and/or shipping**

Only pack what is necessary. You must cover any additional baggage fees yourself. The Reintegration Allowance will help with this and is paid with your final stipend. Contact APX to arrange additional bags, or contact your airline directly once flights are confirmed.

## ACCOMMODATION

**Have you given appropriate notice of your departure to your landlord/university accommodation?**

Yes, I have informed my landlord/university accommodation that I am moving out.

No

Notice periods are outlined in your tenancy agreement and are typically one month. It is important that you let the landlord know you are intending to leave ahead of time, otherwise you could end up paying for the accommodation long after you have left. Tenancy agreements are legally binding.

**Have you made arrangements to have your rental bond returned?**

Yes

No

## FINANCES

**Have you made arrangements to close your New Zealand bank account?**

Yes

No

**Have you made arrangements to pay off all outstanding debts? E.g. cleared power, phone, internet and gas accounts. Have you paid outstanding fines and library and printing fees?**

Power

Library/Printing

Phone/Internet

Gas

Other:

**Will you be requesting your printing and binding allowance? (Thesis students only) This must be done before you depart.**

Yes, Send a quotation or receipt to your ISO.

No

## PLANNING YOUR DEPARTURE FROM WELLINGTON

**Have you made plans for travelling to Wellington airport?**

**Who will pick you up and where you will stay when you arrive home?**

Yes

No

**Have you made an appointment with Wellington Careers and Employment Service or used Career Hub?**

Yes

No

Victoria University of Wellington provides free career and employment advice as well as a CV service. Wellington Careers and Employment is located at HU120, Ph. +64 4 463 5393, [careers-service@vuw.ac.nz](mailto:careers-service@vuw.ac.nz)

**Have you asked lecturers or employers for their contact details to use as a work reference? You may want to ask for a reference letter as well.**

Yes

No

If you require a police check when you return home, apply online: <https://www.justice.govt.nz/criminal-records/get-your-own/>

**Have you updated your address and contact details with Student Records, your friends, and any organisations you have been involved with?**

Yes

No

**Have you applied to receive your official academic transcript and qualification?**

Yes

No

See your Faculty to apply for your transcript. Apply to graduate at the official ceremony or graduate in absentia: [www.wgtn.ac.nz/graduation](http://www.wgtn.ac.nz/graduation)

**Have you updated your contact details with the Alumni team?**

Yes

No

Register online [www.wgtn.ac.nz/alumni](http://www.wgtn.ac.nz/alumni)

# NEW ZEALAND SCHOLARSHIPS DEPARTURE CHECKLIST

VICTORIA UNIVERSITY OF WELLINGTON • NEW ZEALAND



Is there anything else your ISO should know to assist with your departure?

You have now made significant progress in preparing to leave Wellington and return home. If you have any questions, please feel free to contact the NZ Scholarship Team at Victoria University.

