Preparing to Leave Macquarie University

Congratulations on finishing your study at Macquarie University. We understand this could be overwhelming, so we have created this list of tips to help you transition into the next chapter of your life.

UNIVERSITY MATTERS

- Update your details on eStudent (address, email, phone).
- Pay any debts with the University including library fines so you can receive your transcript and graduate.
- Attend the International Student Farewell.
- Join the MQU Alumni network.

ACCOMMODATION & UTILITIES

- Review your lease and check how much notice you need to give to landlord. Give at least 4 weeks’ notice in writing.
- Ensure any outstanding rental fees have been paid prior to the end of your lease.
- Arrange for your bond to be returned. You can discuss this with your landlord/agent or complete the ‘Claim for Refund of Bond Money’ form and return to Fair Trading. You do not need the landlord’s/agent’s signature.
- Clean your accommodation and organise time for an inspection and returning keys. Make sure any damages/missing items that you are responsible for are taken care of before moving out otherwise a fee may be taken from your bond.
- Utilities (electricity/internet/gas) – contact the companies to have these services disconnected and give them forwarding address for final bill.
  Tip: Bring scanned copies and electronic documents with you, should there be any problem when you’ve left Australia, you have evidence/documentation to refer to.

FINANCIAL MATTERS

- Close bank accounts or contact your bank for advice on account options to avoid bankfees/charges.
- Pay any outstanding amount on your credit cards and pending bills if any.
- Ask the Post Office to redirect your mail or ask your friend to forward your mail to you.
- Cancel any gym, internet, library, phone or other direct debits occurring on your account

PACKING & SHIPPING BELONGINGS

- Return borrowed items and allow at least 4 weeks to sell or give away unwanted goods e.g. Freecycle, Gumtree, eBay, Bower. Consider donating to Salvos or Vinnies.
- For unwanted belongings, organise a clean-up with your local Council. Dumping waste on the streets, footpath or next to bins is a crime in Australia.
- Check your airline luggage restrictions and consider if you need to ship your belongings home. Search ‘transport and forwarding agents’ or ‘baggage agents’ or ‘air cargo services’.
PREPARE FOR EMPLOYMENT/ JOB SEARCH

- Use the Macquarie University Career & Employment Service and resources. Career and Employment Service
- Prepare your resume and attend Career sessions such as the Professional Development Program
- Apply to register with professional bodies or associations where appropriate.
- Organise personal/professional references - find referees – supervisor, lecturers, employer.
- Update your LinkedIn profile.

SOCIAL AND PERSONAL WELLBEING

- Give yourself some time to adjust to the change.
- Consider how you will communicate with your peers, friends and colleagues from Australia when you are in your new location.
- Plan how you will continue to practice your developed English language skills in verbal and written forms.
- Explore how you can be an active member of your new local community using your newly acquired knowledge and skills.
- Check if any of the Australian medications that you have been prescribed are accessible and legal in your next destination.
- Submit any medical claims. Get your personal and family medical records from your doctor.

TAX RETURN & SUPERANNUATION

- Give appropriate notice to your employers and arrange to collect final pay.
- If you’re leaving Australia permanently and not receiving Australian sourced income you may be eligible to lodge an early tax return and access your superannuation. For more information about your tax returns and how to claim superannuation payments contact Australian Taxation Office (ATO) on 132861 or www.ato.gov.au
- Provide a forwarding address to the ATO.

TRAVEL

- Book your return flight – consider travel restrictions at your final destination, transit countries and visa requirements.
- Check for travel advice/restrictions from your consulate/embassy prior to booking your tickets.
- Consider travel insurance and ensure you have a valid passport.
- Don’t forget to buy some souvenirs for family and friends at home.
- Make arrangements to get to the airport early, especially if you have a lot of baggage. Consider booking a taxi/Uber in advance.