



Leaving PSU

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- ◆ Outside the university
- ◆ Returning as a scholarship student
- ◆ Checklist before leaving PSU



CHAPTER 8

Upon successfully achieving your educational goals at PSU, you must complete a few formalities before leaving. A well-organized departure could prevent troubles later on.

We hope that you had a great experience here at PSU and that you will come back for further studies or research, or just to visit us. Please speak about your successful and cheerful experience at PSU to your friends back home to further bridge the cross-cultural exchanges. You can help ensure continuous friendship among nations for the benefit of all people.

Inside the University

Academic Transcript and Certificate of Graduation

- Apply for your “Academic Transcript” and “Certificate of Graduation” at the PSU Registrar’s Office / Student Affairs Division way in advance before your departure.
- Inform your faculty about the possibility to join the Graduation Ceremony.

Alumni Relations

Please inform your permanent email address and your new home address or place of employment to your faculty. We wish to be able to stay in touch and provide you with the latest information on the alumni services/ activities, as well as to establish a network with former international students of PSU. Keep in touch with fellow alumni and be part of the [PSU Alumni community on Facebook](#).

For more details on the subject, you may contact the Office of Alumni Relations under the Division of Student Affairs at tel.: 074-282209 or email: Alumnipsu@gmail.com.

Library

Be sure that you have returned all books and materials previously borrowed.

Moving Out from University’s Dormitory

Notify PSU Student Affairs as soon as you decide your moving date, and make an appointment for the last room checkup (on weekdays).

Check that you packed all your belongings, cleaned thoroughly the room and the initially-provided utilities (air conditioner / fan, etc.) are in good state and functioning. Do not hesitate to report any damage & malfunction for the sake of the next person.

Be sure that the water and electricity bills are paid before the checkup.

Finally, you should receive your full deposit if no dorm properties were lost or damaged during your stay.



Outside the University

Moving Out of Rented Room

Notify your landlord or real-estate-agency at least one month prior to the check-out date; otherwise you may be imposed an additional month's rent.

For the last check, empty the room, clean thoroughly and have the checkup by the owner/agency. Please note that cleaning or repairing fees may be charged; try your best to restore the original condition.

Take care of all public utilities: electricity and water bills and check with the owner if you need to inform the related companies to stop the service. For the Internet, make sure to cancel the contract before leaving.

If you have paid an initial deposit, be sure that it is returned to you before you leave.

Change of Schools

If you have school children, please remember to notify the school about their transfer since the beginning of the semester / school year.

Post Office

Notify your friends about your departure from PSU and eventually start the PSU Post Office service to forward the incoming mail to your new address or to a designated friend for up to one year.

Vehicles

When you give/ sell your vehicle (car or motorcycle) to someone, it is necessary to transfer the title under the new owner's name, and you have to follow some official procedures.

Be sure to also cancel the vehicle's insurance and request refund for any eventual unused period.

Cellphone Company

Make sure to cancel the contract and clear any remaining balance.

Other

Inform your host family, scholarship sponsor and others about your departure date to your home country.

❖ **Returning as a Scholarship Student**

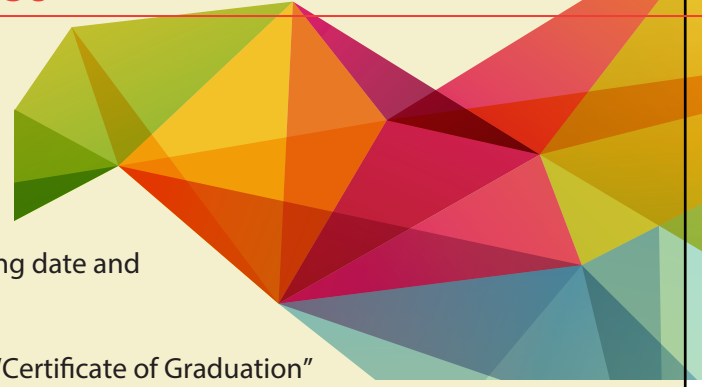
Former international students, who returned to their home countries after accomplishing their studies and wishing to continue their studies for higher degrees, may apply for one of the full or partial scholarships offered at PSU. All scholarships and updated information are on the website of the [PSU Graduate School](#). In addition, most [PSU faculties](#) also offer scholarships to PSU international students.

Research Fellowships

Several PSU faculties provide international researchers / graduate students with the opportunity to conduct short-term research with PSU academic advisors. For more information, [contact your relevant PSU faculty](#).



CHECKLIST before leaving PSU



- I informed my academic advisor of the leaving date and confirmed what I need to do before leaving
- I applied for the "Academic Transcript" and "Certificate of Graduation"
- I returned books and other materials to the library
- I joined the PSU Alumni Facebook
- I notified PSU Student Affairs / landlord/ real-estate-agency of the date of leaving and made an appointment for the last checkup.
- I made the last payments and I informed the electricity and water companies to stop the service
- I received back the Deposit
- I canceled the health insurance contract
- I informed my children's school about moving to my home country
- I transferred the ownership for my car / motorbike
- I canceled the car insurance and requested some cash-back for the unused period (if any)
- I closed my bank account and transferred all money before closing
- I applied to Post Office for the service to forward the mails delivered to my new address or to a friend
- I canceled the contract for my cellphone and internet and cleared off the payments
- I noted the PSU scholarships for an eventual future return as a graduate student or fellowship researcher.

NOTES:



<https://en.psu.ac.th>



<http://interaaffairs.psu.ac.th>