

LEAVING YALE

DEPARTURE CHECKLISTS

As you prepare to leave Yale, you probably have many things on your mind, and may feel anxious about everything you need to do before you depart. These lists, one for all students and scholars, and another for students only, should help guide you through it. For updated current departure checklists visit the OISS website at www.oiss.yale.edu.

ALL INTERNATIONAL STUDENTS & SCHOLARS —

✔ **If you received any scholarships, fellowships or wages** from Yale during the previous year, email the *Payroll Office* at payroll@yale.edu. In the email list your *full name, social security number, your old address and the new address* where your tax forms can be sent. This will ensure that receive your W2 and/or 1042-S forms, which will be sent out in January and March of the current year respectively. You will need these forms to complete your U.S. income tax return. (Yes, you have to file a current income tax return, even if you are no longer in the U.S.) It is possible to print out W2's and 1042-S's from Yale's website www.yale.edu/w2 as long as you still have a working net ID and password when they become available. You may also want to stop by the *Payroll Office*, 155 Whitney Avenue, first floor, and complete a *change of address* form, so they can be mailed to your new address.

✔ **Even though you may no longer be in the United States, you are required to fulfill U.S. tax filing requirements** for the current tax year. Check the OISS web site for information about filing your tax return.

✔ **Your social security number will remain on record** even if you are not in the United States. You do not need to notify the Social Security Administration that you are moving. Keep your Social Security card in case you ever return to the United States. This number stays with you for your lifetime.

✔ **Return all books and other materials to the library.**

✔ **Leave your permanent home address** with your department, faculty adviser and others who might wish to be in contact with you.

✔ **If you are not a student, and on the Yale Health Plan**, your health coverage will remain effective for 30 days after your official termination date. If you will remain in the U.S. and are interested in continuing your coverage for up to 18 months, you should contact the Health Plan

ARE YOU ON OPT?

IMPORTANT INFORMATION:

If you are a graduating F-1 student on OPT or a J-1 student on academic training, don't forget that when traveling, you will still need to have a valid travel signature on your visa document from the OISS. You will also need a valid visa stamp that reflects your status (i.e. F or J student), your EAD card (F-1 students), and a letter from your employer. You should also keep OISS informed of any address changes or if you change your visa status to H1-B or any other visa status.

It is not advisable to travel while on OPT. Email oisss@yale.edu if questions.

and inquire about COBRA, which allows you to make your own payments to continue health coverage.

- ✔ **If you have household items to pass on**, donate them to friends or sell them at YaleInternational@yahoogroups.com. You need to subscribe in order to post to the list. To do so, send a blank email addressed to YaleInternational-subscribe@yahoogroups.com. Go to the section on Donation Resources for many other suggestions.
 - ✔ **Fill out a 'change of address' postcard and forwarding address forms** at the Post Office. Send your new address to friends, professional associations, and other personal and business contacts. (The U.S. Postal Service will not forward mail from the U.S. government, including mail from Immigration.)
 - ✔ **Contact the phone company** to disconnect your telephone. Arrange for return of your deposit. Call your long distance company to be sure all of your telephone bills have been paid.
 - ✔ **Notify utility companies** (gas, electricity, water) of your departure. Ask if you can pay the bills before you leave. If you will be getting a return on any of your deposits, make arrangements to receive the money.
 - ✔ **Settle accounts** with businesses, publications, insurance companies, credit cards, etc.
 - ✔ **Close your bank account**. Purchase traveler's checks if you will need them.
 - ✔ **Advise your landlord** of your departure date (refer to your lease as to how much notice you need to give). Be sure to check about any necessary procedures that may be required of you before you leave. Return your keys, and in writing, leave a forwarding address and request the return of your security deposit.
 - ✔ **Consult your country's embassy** to determine what customs regulations you will need to consider when taking or shipping your belongings home.
 - ✔ **Obtain passports for all children born in the U.S.** Contact the U.S. Department of State Passport services at travel.state.gov/passport. (Can take six weeks.)
- ### STUDENTS ONLY
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- ✔ Update your student record at www.yale.edu/sis
 - ✔ Clear your student account so your diploma and/or transcripts can be released.
 - ✔ Order transcripts if you will need them. Order and pay for extras if there is a charge so you will not need

to find foreign currency to pay for them after you return home.

- ✔ Make arrangements to have your diploma sent to you if you do not receive it before departing.
- ✔ Inform the Association of Yale Alumni (AYA) office your permanent home address and ask them to put you on the mailing list (AYA, 232 York Street - 432-2586 - www.aya.yale.edu). Visit AYA's website to see if there is a Yale Club in your home country www.aya.yale.edu/clubs/officers.htm.
- ✔ If you are graduating and have YHP Hospitalization/Specialty Coverage at the time of commencement, you should be continued on your existing YHP coverage through the end of August of the same year. If you are in the New Haven area, you can continue to visit YHP. If you are away from New Haven, you will be covered for emergency care only and you must notify YHP within 24 hours if there is an emergent medical need. If you will be away from the New Haven area after commencement, visit www.yale.edu/yuhs for additional details about the terms of coverage or call *Member Services* at 432-0246.
- ✔ If you have alternate (non-YHP) hospitalization coverage, your YHP Basic coverage remains in effect through August 31. You should check with your other carrier about its coverage. If you complete your degree at a time other than at commencement, contact *Member Services* for help with coverage options.

RE-ENTRY SHOCK

Returning home to one's native culture after having lived overseas typically carries with it a period of adjustment, known as re-entry shock, or reverse culture shock. It results from the changes that have occurred during your time overseas, not just back in your home country, but more significantly, the personal changes you have experienced while living abroad. If you have been at Yale for an extended period of time, you likely experienced culture shock symptoms when you first arrived, but now you are at home here in New Haven; what was once quite unfamiliar and new has become comfortable and familiar. You have well established routines and a circle of friends, and all of the places where you work, study, do your shopping, seek out recreation or other aspects of daily living are well known and comprise what you now consider home. You have changed and adapted to your life in the U.S., which may understandably affect your return to your home country.

While making preparations to depart, you may feel a

RE-ENTRY SHOCK SYMPTOMS

Like culture shock, the symptoms of re-entry shock can vary both in type and severity. Some individuals feel virtually no effects, while others may take months or even years to re-adjust and feel better. The important thing to remember is that the shock will fade with time, and everyone eventually adjusts and feels at home again.

The first days or weeks, often referred to as the *honeymoon period*, will be filled with reunions and excitement. You may feel like a guest in your home country. After the parties subside and you settle into your life back home, is when the real symptoms appear. Here are some of the common feelings and symptoms to anticipate:

Harshly judging the home culture and focusing on everything that you don't like.

Feeling that the home culture will never be as good as the previous host culture.

Feeling that you have changed and will never fit in.

Feeling overwhelmed by having to start your life over, and/or thinking that it was a mistake to return.

Experiencing symptoms of depression, such as excessive tiredness, trouble eating or sleeping, lack of interest in things you might enjoy, irritability and mood swings.

Feeling upset with those around you who don't seem to understand what you are going through.

COPING WITH RE-ENTRY SHOCK

As already mentioned, over time your symptoms will subside. However, the experience of re-adjustment can be quite uncomfortable. You will want to keep in mind your initial adjustment when you experienced culture shock, and employ the coping strategies you already know. The suggestions below serve as a brief guide to coping with reverse culture shock. If you wish to have a more in-depth description of the process, you may refer to *The Art of Coming Home* by Craig Storti. Here are some strategies for coping that may help you:

Familiarize yourself with the symptoms and be prepared for the possibility of an adjustment period.

Talk to others who have been through it. What was it like? What did they do to help themselves feel better?

Find a way to work with and assist international visitors. Start by inquiring at churches or civic organizations that may serve as hosts.

TRANSLATION OF YALE DIPLOMA

The Yale diploma is printed in Latin, and you may want to get an *official translation* to take home with you before you leave the university. For details and an application form, contact:

Sandra Radizeski
Office of the Vice President and Secretary
105 Wall St, Room 3
432-2315
www.yale.edu/secretary/programs/diplomas_translation.html

mixture of excitement and fear, similar to what you felt when you first planned to come to Yale. You are probably looking forward to being together again with family and friends, and there may be some aspects of life in your home country that you missed, and you can't wait to enjoy again. However, you may also worry about the uncertainty that lies ahead, and leaving behind your life here. It is also not uncommon to have the feeling that you have finally gotten adjusted at Yale and now it's time to pack up and go back.

MOVING RESOURCES

DONATING YOUR STUFF

Before you throw away that shirt, three-ring binder or bottle of shampoo, take a look at the following resources for donations. Most are within walking distance of the Yale campus, and the Salvation Army will pick up large pieces of furniture with advance notice.

BOOKS

New Haven Reads Book Bank - 45 Bristol St (corner of Ashmun and Bristol, across from the new Yale Police Station), 752-1923. Open Monday to Friday 1 to 6pm, Sat 12 to 4pm.

CLOTHING

Life Haven, Inc. Homeless Shelter for Families - 447 Ferry St (go up State St, see Hess Gas Station, right on Ferry St at corner of Pine St in Fairhaven), 776-6208. Open Tuesday 2 to 6pm, Friday and Saturday 8am to 12pm.

Loaves & Fishes - St Paul & St James Church (corner of Chapel and Olive streets), 562-2143. Open Saturday, 9:15 to 10:30am.

FOOD

Community Soup Kitchen, 84 Broadway (directly across the parking lot from the Yale Bookstore), 624-4594. Open 8:30am to 1:30pm - Monday, Tuesday, Thursday and Friday.

Loaves & Fishes
(see details under *Clothing*)

Ronald McDonald House, 501 George St, 777-5683, www.rmh-ct.org. Accepts certain foods and household items. See the *wish list* on their website.

FURNITURE

Salvation Army, 274 Crown St (near York St - drop off location is in the back on Crown St), 776-2448. To arrange for pick-up of large items, you need to allow one to two

weeks and call the following number to make an appointment: 865-0511 ext. 318

Freecycle - an elist where folks offer stuff for free in order to keep it out of the landfills. To join, send a blank email to freecyclenewhaven-subscribe@yahoogroups.com.

Charity Navigator: Your Guide to Intelligent Giving www.charitynavigator.org Compare charitable organizations and even find a place to donate your car.

MAGAZINES

Drop off that stack of magazines on a table at the *Yale Health Services* (17 Hillhouse) waiting room!

OLD PRESCRIPTION EYEGLASSES

Mail them to:

New Eyes for the Needy

549 Millburn Avenue
Short Hills NJ 07078

Details at charityguide.org/charity/fewhours/eyeglassescollection.htm

SCHOOL SUPPLIES (3-ring binders, legal pads, notebooks, highlighters, pens, etc.)

Life Haven, Inc. Homeless Shelter for Families, 447 *Ferry St* (go up State St, see Hess Gas Station, right on *Ferry St*), 776-6208, Hours: Tues 2pm to 6pm, Friday and Saturday 8am to 12 pm.

SPARE CHANGE

That penny jar can be turned into big bucks at any Coin Star machine at your local supermarket (there is one in *Shaw's* on Whalley Avenue). The machine will credit your donation to a charity of your choice or give you a voucher redeemable for cash at the store. It charges 8.9% (for every \$1 of change you put in, it will take 8.9 cents).

TOILETRIES (unused, unopened bottles of shampoo, lotions, liquid soap, etc.)

Community Soup Kitchen (see details under *Food*)

Life Haven, Inc. Homeless Shelter for Families

(see details under *School Supplies*)

Ronald McDonald House (see details under *Food*)



SELLING YOUR STUFF

Here are some resources for having a moving sale:

Email/Internet - One of the best ways to advertise your belongings for sale, from household goods to cars, is through the *YaleInternational* listserv. Send your email advertising your sale to YaleInternational@yahoogroups.com. You must first subscribe by sending an email to YaleInternational-subscribe@yahoogroups.com

Craigslist at **newhaven.craigslist.org** is an excellent on-line community bulletin board.

Tag Sale - A tag sale is normally held outdoors in front of your home on a weekend day. You can advertise by putting up flyers around campus and around your neighborhood, and you may also want to send an email to the *YaleInternational* listserv as described above. It helps to put price tags on the bigger items. You could put smaller items in a box and offer one price for each piece. For example: "Everything in this box \$.50 each" or "3 for \$1.00"

Newspaper Classifieds - You can advertise your tag sale or particular items you would like to sell, including your car, through the *Yale Bulletin opa@yale.edu*, the *New Haven Register*, or the *Bargain News*, go to the website at www.bargain-news.com/BNO/customerv.cfm

MOVERS & MOVING HOW TO

For local moves, students and scholars at Yale report that they manage by themselves by collecting boxes from local shops, packing up, renting a van (see the section on *Car Rentals* for details), and enlisting a few friends to help load and unload. This do-it-yourself method will always be the most economical. If you do find that you need a professional mover, you will need to shop around carefully to make sure that you find a reputable, insured company. For ratings and comparisons on moving companies, you can go to *epinions.com* at www.epinions.com/hmgd-Moving_Services-All. You can also begin searching in the Yellow pages under *Movers*. For international moves, see the suggestions under *Shipping Services* in this handbook.

RENTING YOUR APARTMENT OR ROOM

In addition to posting on campus notice boards and listing with the YaleInternational e-group, you may also wish to list with the *Off-Campus Listing Service*. This is a very useful resource for anyone at Yale seeking to fill a sublet or empty room. For a one-time \$30 fee, students, postdocs and other Yale affiliates can list their sublets, roommate wanted or other housing available with the Yale Off-Campus Listing Service. The listing is put into a database available over the internet worldwide and at Yale. Contact *Off-Campus Housing* for more information at 155 Whitney Avenue, Room 300, 432-9756 or send an email to joan.carroll@yale.edu.

STORAGE FACILITIES

Here are some convenient *mini-storage facilities* in the area that you may want to consider should you need to store your belongings. For more options, you should look in the telephone book yellow pages under *Storage - Self-Serve*.

Ace Self Storage of New Haven, 315 Peck St, 782-2231.

Amodion Self-Storit, 2755 State St, Hamden, 288-5621

Mini Max Space, LLC

445 Front Ave, West Haven, 931-9999. In addition to storage offers shipping services. Authorized FedEx and UPS agent.