J-1 Departure Checklist

Everyone at Mercer University hopes that you have enjoyed your time with us! In preparation for your departure at the end of this semester, you should review the following suggestions and visit the respective offices. It is your responsibility to complete all of your business with Mercer University prior to your departure, provide updated contact information, declare that you will not be returning next semester and request your official transcript.

Visit the Registrar’s Office

☐ Complete the Term Withdrawal form – This form requires Nicole H. Baker’s signature.
☐ Complete the Transcript Request form
☐ Complete the Student Address/Name Change form

Visit the Bursar’s Office

☐ Make sure that you do not have any fees or fines payable to Mercer University
☐ Make sure that your student account balance has been paid in full. You should visit the Bursar’s Office for the most updated information about your account. If you owe the University money you will not be able to receive copies of your transcript.

Visit the Office of Housing & Residence Life and Your RA

☐ Notify your RA that you will move moving out and follow all Residence Life procedures.
☐ Leave your room as you found it. You will be charged a cleaning fee if you do not remove all of your belongings and trash. If you are charged a cleaning fee, your transcript will not sent to you until the fine has been paid.

Personal

☐ Turn in any library books or items on loan from the University.
☐ Check and close your campus mailbox with the postal service in the Connell Student Center.
☐ Cancel subscriptions, telephone services, and any other monthly bills, etc.
☐ Close any bank accounts or update your mailing address to your foreign address.