

## Very Important Checklist for 2018 Graduating Students

Graduating students need to follow the instructions below carefully.

1. Ensure you leave no footprints **before you leave campus:**
  - a. Return all library books and other items
  - b. Pay any fines owing
  - c. Clear your campus mailbox
  - d. Clear your safety deposit box
  - e. Close your bank account and/or inform bank of your new address
  
2. For students in on-campus accommodation **before you leave campus:**
  - a. Book a room check out with the Student Support team
  - b. Return your room key to Reception on the day of departure.  
After hours please post in Administration building door mailbox.
  
3. Ensure you submit any forms **within one month of completing your study:**
  - a. Complete all online forms
    - i. **Career Direction Survey**
    - ii. **Graduation Request Form**
  - b. Scan and email the appropriate **Refund Form** to [areg@ipu.ac.nz](mailto:areg@ipu.ac.nz)
  - c. Fill in the **Document Request Form** and pay any fee.
  - d. Japanese students should inform their Embassy after they return to Japan.  
Please visit <http://ezairyu.mofa.go.jp>
  
4. Pay any applicable fees **within one month of completing your study:**
  - a. Fees may be paid at the Reception counter or by bank transfer to IPU New Zealand.
  - b. If you require an invoice to deposit the fees, please email [finance@ipu.ac.nz](mailto:finance@ipu.ac.nz)

### **Bank account details**

Bank:	Westpac, Broadway Branch
Address:	43-45 Broadway Avenue, Palmerston North, New Zealand
Account Number:	03 0726 0390941 00
SWIFT Code:	WPACNZ2W
Payee:	IPU New Zealand
Payee's address:	57 Aokautere Dr, Fitzherbert, Palmerston North 4410, New Zealand
Phone:	+64 6 354 0922
Reference:	<u>Your name</u> , <u>Student ID</u> and <u>Grad 2018</u>