Pre-departure preparations

When it is time to leave, you will need to make the following preparations before travelling to your next destination:

Pre-departure preparations

1	Ask for your deposit back from your landlord if you paid one when you rented your apartment (provided that there has been no damage to the property).
2	Cancel the utility contracts for your accommodation (electricity, water, gas, internet) and inform your bank that you have done so.
3	Close your bank account once you have received your final payment from UJA (or an external funding body). You will also need to return your cards to the bank.
4	Request a record of your employment in Spain from the nearest Social Security Office. The main offices of the National Social Security Institute (INSS) are located at Avenida de Madrid 70 in Jaén (23009) and at Plaza Alfonso XII 4 in Linares (23700). You can also request the document online. You should collect any certificates you have earned during your studies in Spain.
5	Check that the travel insurance you took out to come to Spain also covers your return journey (and take out additional insurance if it does not). Renew your European Health Insurance Card if you are travelling to another EU country, Iceland, Liechtenstein, Norway or Switzerland instead of returning to your country of origin.
6	Ensure that you have dealt with any matters relating to your family, such as informing the school of your departure date. You will also need to inform your health centre that you will no longer be using the service.
7	Inform the embassy for your country of origin in Spain of your date of departure. There are currently 126 embassies and almost 800 consulates in Spain. They are listed on the Spanish Ministry of Foreign Affairs, European Union and Cooperation website.

Preparativos antes de la partida**Last but not least, start planning your next trip to Jaén or Linares.** We're sure you're leaving lots of friends behind here!