

## Departure Checklist

As you prepare to leave Iceland, here's a departure checklist that might be helpful for you.

### 1. HOUSING CHECKOUT

Plan to move out on the date stipulated in your housing contract. If you wish to extend your stay, contact your landlord and agree on a new date in writing. Regardless of when you depart, be sure to confirm that everything is in order with your landlord before you leave (especially important for private market rentals). Landlords expect their property to be clean and damage-free and will withhold some or all of your deposit if the condition of the property is found to be unsatisfactory. Schedule a walk-through of your place with your landlord, if needed.

### 2. CANCELLATION OF ELECTRICITY & INTERNET *(not applicable for students in university housing)*

Talk to your landlord regarding cancellation/transfer of electricity. Don't cancel your electricity unless you have agreed with your landlord to do so; it is possible to transfer the service to your landlord's name.

### 3. CANCELLATION OF PHONE SERVICE

Contact your phone company, as applicable, to ensure that your service ends when it should so that you will not be billed after your departure.

### 4. NOTIFY THE POST OFFICE TO HAVE YOUR MAIL FORWARDED TO YOUR US ADDRESS

This must be done in person at your local post office.

### 5. REGISTER YOUR MOVE WITH THE ICELANDIC AUTHORITIES

You must notify Registers Iceland of your move out of Iceland by completing form A-251, [Notification of Change of Address in Iceland](#), electronically. Please select "change of legal address" and enter "United States" in the new address field.

You have two options for submitting the form:

1. Electronic submission [using your Icekey or electronic ID certificate](#). If you don't have an Icekey, you may apply for one here: <https://www.island.is/en/icekey-e---certificate>
2. If you have any problems with the electronic submission you can visit one of the Registers Iceland service centers in Reykjavík or Akureyri in person and present your passport there.

We will send you an email soon before your departure date to remind you about completing this step.

### 6. BANK ACCOUNT

Consider what you would like to do with your Icelandic bank account. Grantees who plan on coming back to Iceland in the future, either for travel or to study, sometimes decide to keep their accounts. Should you decide to close your account, be sure to do so after all outstanding bills have been paid.

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Many thanks to Fulbright Norway for their departure checklist, which they kindly allowed us to adapt for this page.