**Checklist For Moving (From Albany Area)**

**Note – We encourage refugees to stay in the Albany area for at least 6 – 12 months. Though you are free to do so, leaving earlier will not provide you with the maximum amount of resources and support, since you were re-settled here.**

* **Apartment:**
  + **More than 30 days** before moving, contact USCRI Albany. Inform R&P, MG or BRIA Case Manager. Give forwarding information and telephone number
  + **Landlord.** More than **30 days** before leaving, inform **landlord.** Give a written statement of your intent to move to the landlord. If you are breaking a lease, then you must discuss this with the landlord.
* **National Grid.** Close account and give forwarding information for the final bill. If you live with housemates, make arrangements to change name on account or give them money for the final payment.
* **DSS.** Inform DSS of intended move. Ask for a case closing letter. Take DSS case numbers with you for : Food Stamps, Medicaid, Public Assistance, SSI (if over age 65)
* **Medicaid only - NYSOH Marketplace.** *Only applies if you receive ONLY Food Stamps from DSS but no cash assistance.* Call the NYSOH Marketplace at 855-355-5777 to close your case and give them a forwarding address. Have your Account number ready
* **IOM loan.** Inform USCRI of new address to send IOM loan bill to
* **Post Office**. Complete “change of address” card at the Post Office
* **Immigration**. Complete USCIS form AR-11. One for each family member
* **Selective Service** *(if applicable).* Complete SS Change of Address Form at Post Office or submit online www.sss.gov
* **Medical records.** Get copies of medical and immunization records from all doctors
* **English classes.** Inform teacher of intended move. You may be asked to take a test to see how much you have learned
* **Schools.** Inform principal of intended move and when last day will be
* **Volunteer mentor.** Please inform volunteer mentor of intended move. They may wish to keep in touch with you.
* **Apartment.** Clean the apartment before leaving. The landlord can keep any Security Deposit or may charge you for professional cleaners if you do not do this. Tell USCRI if leaving any furniture. Return all keys to landlord.