

RUB

Before you leave Germany ...



12.1 Check List

Please bear in mind that you will have to deal with some organisational matters before you leave the country. It is usually advisable to start planning your move about three months in advance. The following timetable will help you to save time and nervous energy.

Three months to go:

- Cancel your tenancy agreement in good time.
- Cancel your contracts with local utilities providers (electricity, gas, water).
- Discuss with your landlord whether you have to do any decorating before leaving your accommodation.
- Check if in your case it is beneficial or even obligatory to make a tax declaration.
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the "Rentenversicherungsanstalt" (pension scheme) to discuss your pension entitlements.
- Check with the personnel department/your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- Cancel your public transport season ticket.
- Cancel any subscriptions to newspapers or journals.
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centres located there – they will be able to help you organise your research stay in your new target country.



Euraxess – contacts

www.ec.europa.eu/euraxess > Services
> Contact the EURAXESS Service Centres

Forwarding service

Please enquire at the Post Office about the costs of using the forwarding service.

🌐 www.efiliale.de > Nachsenden lassen

Sending parcels by Deutsche Post

Deutsche Post offers an international service to send parcels and packages weighing up to 31.5 kg. For information on the tariffs visit

🌐 www.portokalkulator.de

Fee collecting agency for ARD, ZDF and Deutschlandradio

🌐 www.rundfunkbeitrag.de

One month to go:

- Cancel your registration at the “Einwohnermeldeamt” (Residents’ Registration Office).
- If you have children, inform the school or kindergarten that you are leaving.
- Inform your insurance companies that you are leaving.
- If you want to sell your car in Germany or take it to your own country, you must inform the “Kraftfahrzeugzulassungsstelle” (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
- Inform your telephone provider (landline, mobile, broadband).
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
- If required, complete a “Nachsendeantrag” (forwarding request) at the post office so that your post can be forwarded to you.
- If you have paid for a television/radio licence for ARD, ZDF and Deutschlandradio, inform the fee collecting agency that you are leaving.
- Take borrowed books and journals back to the university library or departmental libraries.
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.
- Join the alumni network so that you can keep in touch with the university in future.

Moving day:

- Note down the meter readings for electricity, gas and water in the handover report and get your landlord to sign it.
- Check your accommodation and the staircase for damage caused by the move.
- Depending on what you have arranged with your landlord, clean your accommodation after you have moved out.
- Hand over the accommodation empty and return the keys to the landlord/property manager.



Cancelling your bank account

As you will probably need to use your bank account even after you have left the country, it may be recommendable not to cancel it until after the move.

Credit on your student ID, Mensa card or Q-West card

You can have any credit refunded. Return the Mensa card and Q-West card in order to reclaim your deposit.