



DEPARTURE CHECKLIST

- Detailed information on all steps: <http://www.uni-ulm.de/io/exchange/leaving.html>
- Use this checklist to make sure you do not forget anything, marking everything you have taken care of.
- Hand in this form at the International Office together with your transcript and security deposit form before you leave.

PERSONAL DATA	
Your Name:	
Your email address valid after departure from Ulm:	

TRANSCRIPT OF RECORDS	
<input type="checkbox"/>	I have presented all my "Scheine" to International Office
<input type="checkbox"/>	I have informed all my instructors that late "Scheine" should be sent to the International Office
<input type="checkbox"/>	I have filled out the transcript form and handed it in at the International Office

ATTENDANCE CONFIRMATION (ERASMUS STUDENTS)	
<input type="checkbox"/>	I have obtained confirmation by the International Office about the duration of my stay.

FINAL REPORT (EXCHANGE STUDENTS who received a scholarship or other financial support)	
<input type="checkbox"/>	I have already submitted my exchange report.

STUDENTENWERK	
<input type="checkbox"/>	I have a check-out appointment with the Hausmeister on the following date:
<input type="checkbox"/>	I have submitted the form for refund of the security deposit to the International Office.
<input type="checkbox"/>	I have paid the security deposit by credit card. The refund should be made to the credit card account.

HEALTH INSURANCE	
<input type="checkbox"/>	I did not have health insurance in Germany.
<input type="checkbox"/>	I had health insurance in Germany with: Name of the Company: <input type="checkbox"/> I have given notice to end my insurance contract on _____ (date). <input type="checkbox"/> I don't have to give notice because I had a terminated contract until _____ .

ABMELDUNG (Police Registration)	
<input type="checkbox"/>	I have done my "Abmeldung" at the city office on _____ .
<input type="checkbox"/>	I have left my "Abmeldung" form with the International Office.

BANK ACCOUNT	
<input type="checkbox"/>	I have closed my bank account.
<input type="checkbox"/>	I have asked the bank to close my bank account on a certain date after my departure.

We hope that you enjoyed your stay in Ulm. If you want to keep in touch, please sign up for the Alumni Newsletter: <http://www.uni-ulm.de/alumni>. Wishing you all the best for the future.