DEPARTURE CHECKLIST

- Use this checklist to make sure you do not forget anything, marking everything you have taken care of.
- Read our homepage for detailed information on all steps: https://www.uni-ulm.de/en/io/mob-in/finishing/
- Keep all official papers in your personal files as you may need them in the future.
- Submission of documents – obtaining signatures at the International Office:
  Tuesday 13.30 – 15.30 | Thursday 09.00 – 11:30

GRADE REPORTING: TRANSCRIPT OF RECORDS

- I have filled out the transcript form and handed it in at the International Office
- I have presented all my Scheine to International Office
- I have informed all my instructors that late Scheine should be sent to the International Office

CERTIFICATE OF MOBILITY (Erasmus students only)

- I have obtained confirmation by the International Office about the duration of my stay

FINAL REPORT (Exchange students only, who received a scholarship or other financial support)

- I have submitted my exchange report

UNIVERSITY LIBRARY

- I have returned all books, media and/or devices to the University Library
- I have paid all fees and debts at the University Library

HOUSING (STUDIERENDENWERK)

- I have made a check-out appointment with the Hausmeister (at least three weeks in advance)
- I am aware of cleaning requirements for my room as well as communal rooms
- I have submitted the security deposit refund form to the International Office

HEALTH INSURANCE

- I did not have health insurance in Germany
- I had health insurance in Germany.
  - I have given notice to end my contact (at least one month in advance)
  - My contacts ends after a fixed period of time

POLICE REGISTRATION

- I have done my Abmeldung at the City Office.

SIGN OFF TV&RADIO FEES

- I have done my deregistration from ARD ZDF Deutschlandradio online

CLOSING YOUR BANK ACCOUNT

- I have closed my bank account
- I have asked the bank to close my bank account on a certain date after my departure

Last update: 26 January 2017/Ha