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**uulm**

# Farewell Event & Departure Workshop

July, 8th 2022







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## How many students are there at Ulm University?

MEDICINE

#3746

ENGINEERING,  
COMPUTER  
SCIENCE AND  
PSYCHOLOGY

#2953



NATURAL  
SCIENCES

#2283

MATHEMATIC  
AND  
ECONOMICS

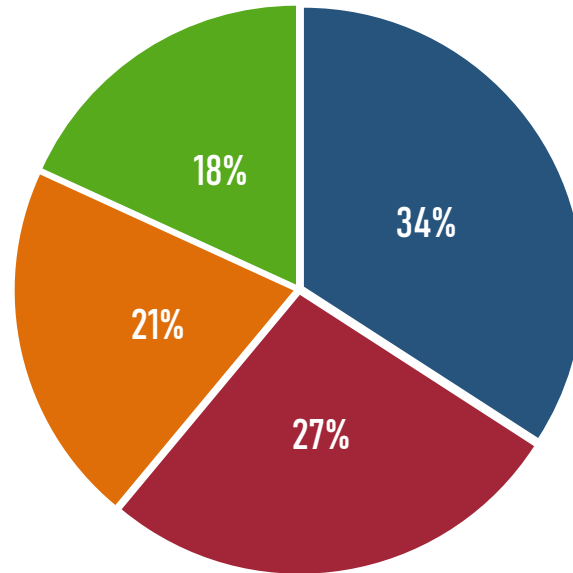
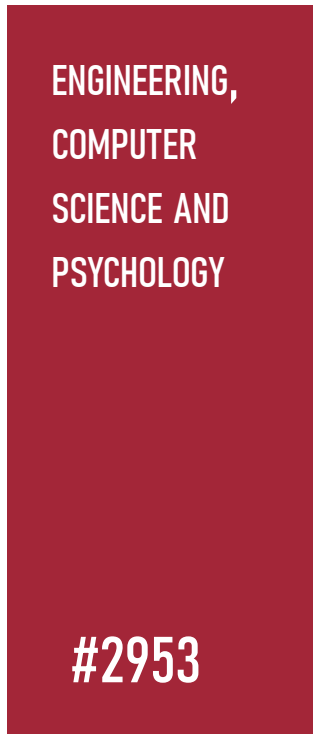
#1994

10993

AS FOR WINTER SEMESTER 2021



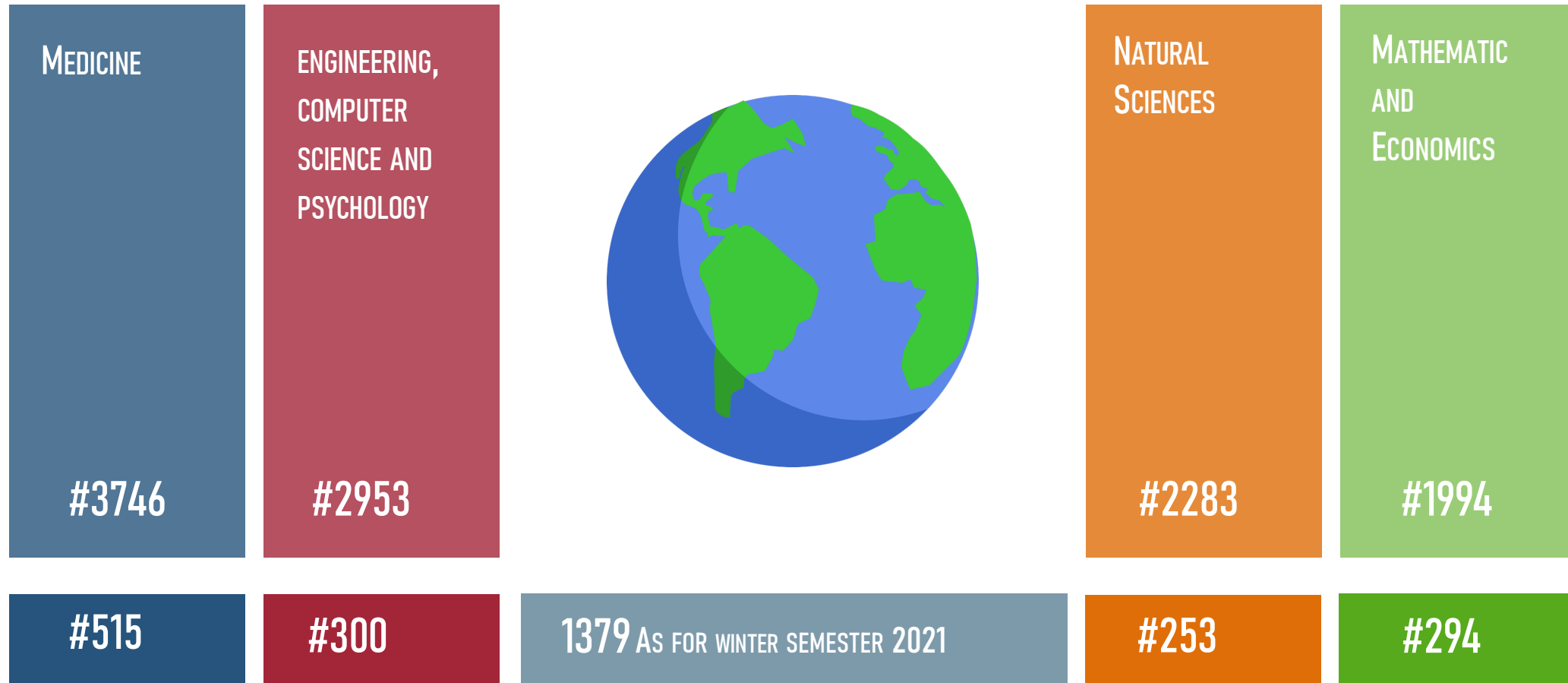
## How many students are there at Ulm University?





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## How INTERNATIONAL IS ULM UNIVERSITY?

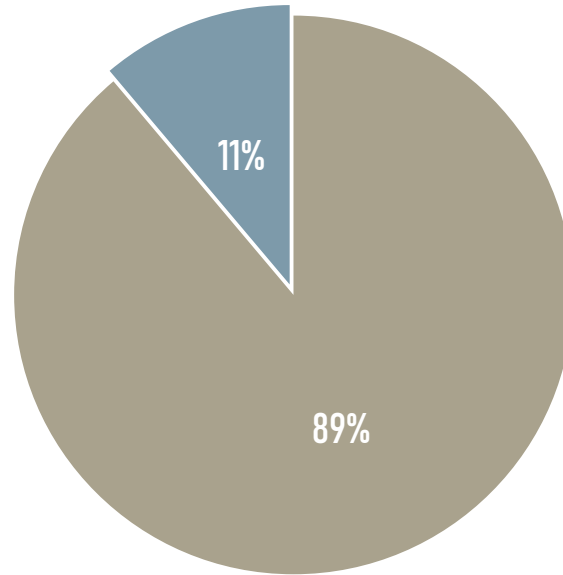
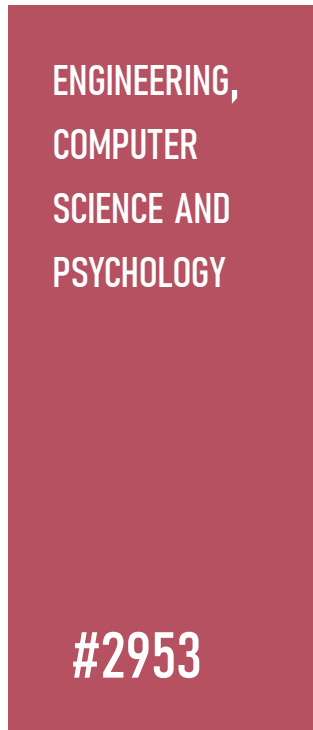




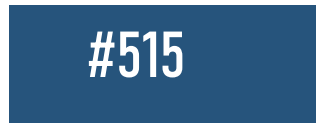


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## How INTERNATIONAL IS ULM UNIVERSITY?



■ Germans ■ Non-Germans



WAS THERE A MOMENT DURING  
YOUR STUDIES YOU  
PARTICULARLY ENJOYED?



WHAT WAS YOUR  
FAVOURITE CLASS?

DID YOU STRUGGLE TO  
FIND FREE TIME?

How would you describe your relationship to german fine cuisine?



IS THERE ANY  
**FOOD** YOU FANCY IN  
PARTICULAR?







YOUR PICK?



What aspects of your study abroad experience did you struggle with the most?



What aspects of your study abroad experience did you enjoy the most?



Do you have any **FEEDBACK**  
you would like to share with  
**us?**

How was the orientation program helpful to you?  
Anything that we, the International Office, can do to  
improve?

You can also write us an  
email and tell us more about  
**YOUR** interesting ideas!





... now the paperwork



DEPARTURE CHECKLIST	
<ul style="list-style-type: none"> <li>Use this checklist to make sure you do not forget anything, marking everything you have taken care of.</li> <li>Keep all official papers in your personal files as you may need them in the future.</li> <li>Detailed information is found in the appendix.</li> </ul>	
PERSONAL DATA	
Name:	E-Mail:
GRADE REPORTING: TRANSCRIPT OF RECORDS	
<input type="checkbox"/>	I have filled out the transcript of records request form and uploaded it to Mobility Online
<input type="checkbox"/>	All my <i>Scheine</i> will be uploaded in Mobility Online.
<input type="checkbox"/>	I have informed all my instructors that late <i>Scheine</i> should be sent to the International Office.
CERTIFICATE OF MOBILITY (Erasmus students only)	
<input type="checkbox"/>	I have obtained confirmation by the International Office about the duration of my stay (if necessary).
FINAL REPORT (Exchange students, who received a scholarship or other financial support only)	
<input type="checkbox"/>	I have uploaded my exchange report on BWS Portal.
UNIVERSITY LIBRARY	
<input type="checkbox"/>	I have returned all books, media and / or devices to the University Library.
<input type="checkbox"/>	I have paid all fees and debts at the University Library.
HOUSING (STUDIERENDENWERK)	
<input type="checkbox"/>	I have made a check-out appointment with the <i>Hausmeister</i> (at least three weeks in advance).
<input type="checkbox"/>	I am aware of cleaning requirements for my room as well as communal rooms.
<input type="checkbox"/>	I have submitted the security deposit refund form to the International Office via Mobility Online.
HEALTH INSURANCE	
<input type="checkbox"/>	I did not have health insurance in Germany.
<input type="checkbox"/>	I had health insurance in Germany. <ul style="list-style-type: none"> <li>I have given notice to end my contract (at least one month in advance).</li> <li>My contract ends after a fixed period of time.</li> </ul>
POLICE DEREGISTRATION	
<input type="checkbox"/>	I have done my <i>Abmeldung</i> at the City Office.
SIGN OFF TV & RADIO FEES	
<input type="checkbox"/>	I have done my deregistration from <i>ARD ZDF Deutschlandradio</i> online.
CLOSING YOUR 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.



➤ *Departure Checklist*  
downloadable from  
the IO website



**Your Mantra for Success!**  
Finish your studies at Uni Ulm,  
worry aside.

DEPARTURE CHECKLIST	
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1. If you are not sure what else is there to submit, check the **Departure Checklist**
2. If you are sure there are no more papers left to sign/submit, check the **Departure Checklist**





Czech  
Your  
Checklist

DEPARTURE CHECKLIST	
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2. If you are sure there are no more papers left to sign/submit, check the **Departure Checklist**



# ADMINISTRATION 1.1

## Grade Report



- ❑ There is currently **no automatic grade reporting** for temporary non-degree students at Ulm University (except Medical students).
- ❑ Students get certificates „**Schein**“ for each class passed successfully.
- ❑ Ask your teachers to use the **Schein template**.
- ❑ Please send this as the email attachment to [incomings@uni-ulm.de](mailto:incomings@uni-ulm.de)



➤ **Schein**  
template  
downloadable  
from the IO  
website



**LEISTUNGSNACHWEIS (SCHEIN) - ZEITSTUDIERENDE**  
(ERASMUS-Programm, Bilaterale und Baden-Württemberg-Austauschprogramme, Free Mover)

**COURSE CERTIFICATE – TEMPORARY NON-DEGREE STUDENTS**  
(ERASMUS-Programme, Bilateral and Baden-Württemberg Exchange Programmes, Free Mover)

<b>Part I: To be completed by the student</b> (please submit to teacher afterwards)	
<b>Student/in (Name)</b> <i>Student (Name)</i>	
<b>Programm</b> <i>Programme</i>	Please choose one of the options
<b>Semester</b> <i>Semester</i>	Please choose one of the options
<b>Veranstaltungsnummer</b> <i>Course Number</i>	
<b>Titel der Veranstaltung</b> <i>Course Title</i>	
<b>Unterrichtssprache</b> <i>Language of Instruction</i>	Please choose one of the options
<b>Leistungspunkte (ECTS Credits)</b> <i>Workload (ECTS Credits)</i>	

<b>Part II: To be completed by the respective teacher</b> (please forward to <a href="mailto:incomings@uni-ulm.de">incomings@uni-ulm.de</a> afterwards)	
<b>Dozent/in (Name)</b> <i>Instructor (Name)</i>	
<b>Veranstaltungsart</b> <i>Type of Course</i>	
<b>Semesterwochenstunden</b> <i>Contact Hours</i>	
<b>Art des Leistungsnachweises</b> <i>Work Performed</i>	
<b>Note / Erfolg</b> <i>Student's Performance</i>	

Datum / Date

Unterschrift und Stempel  
*Signature and Stamp*

# ADMINISTRATION 1.2

## Grade Report



- Only the *Zentrum für Sprachen und Philologie (ZSP)* has **ITS OWN FORMS!**
- You do not need to submit the certificate for the intensive **German language** course from the orientation in March/September.

 ulm university universität **uulm**

**ZENTRUM FÜR SPRACHEN UND PHILOLOGIE**

Frau [REDACTED]

hat im **Wintersemester 2019/2020** an der von mir geleiteten Veranstaltung in  
**Deutsch als Fremdsprache**  
regelmäßig und mit Erfolg teilgenommen. Dieser Schein wurde vergeben für  
eine Klausur in der

Veranstaltung: **Vorkurs Deutsch für Erasmus- und  
Austauschstudierende Kurs B (Level A1.2/A2.1)**

Umfang: **66 UE**

Note: **2,0**

Ulm, den 07.10.2019

   
Ira Kuziak-Pizo

# ADMINISTRATION 2.1

## Departure Q&A



## TRANSCRIPT OF RECORDS:

- You have filled out the Transcript of Records and handed it in at the International Office (IO)
- You have informed all your instructors that late *Scheine* could be sent to the IO [incomings@uni-ulm.de](mailto:incomings@uni-ulm.de)



➤ *Transcript Form*  
on Mobility  
Online!

### TRANSCRIPT OF RECORDS for temporary non-degree students

<b>NAME OF RECEIVING INSTITUTION</b> Faculty / Department Email	Universität Ulm (Germany) Faculty of Science / Physics International.physics@uni-ulm.de	D ULM01
<b>NAME OF STUDENT</b> Date and place of birth Period of stay	Harry J. Potter 31. July 1980 in Godric's Hollow 3 March 2022 – 14 August 2022	
<b>NAME OF SENDING INSTITUTION</b> Faculty / Department Email	Hogwarts School of Witchcraft and Wizardry Muggle Studies info@hogwarts.eu	

### DETAILS OF THE STUDY PROGRAMME ABROAD AND GRADES

Course unit code	Course unit title	Duration of course unit	Local grade	ECTS credits
SUBJ 1234567	This is an example for a course title	3 Hours / Week	2.7	4
TOTAL ECTS				

### SIGNATURE OF THE RESPONSIBLE PERSON AT THE INTERNATIONAL OFFICE

Name:	Dr. Sabine Habermalz Erasmus+ Institutional Coordinator
Date:	4 July 2022
	Signature and stamp



# ADMINISTRATION 2.2

## Departure Q&A



io		uulm	
<b>DEPARTURE CHECKLIST</b>			
• Use this checklist to make sure you do not forget anything, marking everything you have taken care of.			
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<b>PERSONAL DATA</b>			
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<b>FINAL REPORT (Exchange students, who received a scholarship or other financial support only)</b>			
<input type="checkbox"/> I have uploaded my exchange report on BUVS Dotm.			
<b>UNIVERSITY LIBRARY</b>			
<input type="checkbox"/> I have returned all books, media and / or devices to the University Library.			
<input type="checkbox"/> I have paid all fees and debts at the University Library.			
<b>HOUSING (STUDIENENWERK)</b>			
<input type="checkbox"/> I have made a check-out appointment with the Hausmeister (at least three weeks in advance).			
<input type="checkbox"/> I am aware of cleaning requirements for my room as well as communal rooms.			
<input type="checkbox"/> I have submitted the security deposit refund form to the International Office via Mobility Online.			
<b>HEALTH INSURANCE</b>			
<input type="checkbox"/> I did not have health insurance in Germany.			
<input type="checkbox"/> I had health insurance in Germany.			
• I have given notice to end my contract (at least one month in advance).			
• My contract ends after a fixed period of time.			
<b>POLICE DEREGISTRATION</b>			
<input type="checkbox"/> I have done my Abmeldung at the City Office.			
<b>SIGN-OFF TV &amp; RADIO FEES</b>			
<input type="checkbox"/> I have done my deregistration from ARD ZDF Deutschlandradio online.			
<b>CLOSING YOUR BANK ACCOUNT</b>			
<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.			

## CERTIFICATE OF MOBILITY:

All **Erasmus+** students are required by program regulations to submit a **Certificate of Mobility** from the host institution after they return home, confirming the actual start and end date of the mobility period.

If your university has a special form which must be used, be sure to download or request it in time and complete all the personal information about yourself.

! We will **not pre-date or post-date** the form.

! We will **not** issue attendance confirmations **after your departure**.

# ADMINISTRATION 2.3

## Departure Q&A



io		uulm	
<b>DEPARTURE CHECKLIST</b>			
• Use this checklist to make sure you do not forget anything, marking everything you have taken care of.			
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Name:		E-Mail:	
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<input type="checkbox"/> I have paid all fees and debts at the University Library.			
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<input type="checkbox"/> I have submitted the security deposit refund form to the International Office via Mobility Online.			
<b>HEALTH INSURANCE</b>			
<input type="checkbox"/> I did not have health insurance in Germany.			
<input type="checkbox"/> I had health insurance in Germany.			
• I have given notice to end my contract (at least one month in advance).			
• My contract ends after a fixed period of time.			
<b>POLICE DEREGISTRATION</b>			
<input type="checkbox"/> I have done my Abmeldung at the City Office.			
<b>SIGN OFF TV &amp; RADIO FEES</b>			
<input type="checkbox"/> I have done my deregistration from ARD ZDF Deutschlandradio online.			
<b>CLOSING YOUR BANK ACCOUNT</b>			
<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.			

### FINAL REPORT:

All students who have received a scholarship or other financial support sponsored by the University of Ulm or any public German organization (e.g. Baden-Württemberg Scholarship, DAAD) must **submit a report in English or German** about their exchange experience at the University of Ulm no later than 4 weeks after the end of their exchange period.



You can find the respective forms on our website.



Your Report Matters! **Inspire students who intend to come to Ulm University.**

By agreeing to have your report published, you can substantially contribute to promoting exchange programs with the University of Ulm.

# ADMINISTRATION 3

## Departure Q&A



### UNIVERSITY LIBRARY:

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

➤ Departure checklist downloadable from the IO website



DEPARTURE CHECKLIST	
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PERSONAL DATA	
Name:	E-Mail:
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CERTIFICATE OF MOBILITY (Erasmus students only)	
<input type="checkbox"/>	I have obtained confirmation by the International Office about the duration of my stay (if necessary).
FINAL REPORT (Exchange students, who received a scholarship or other financial support only)	
<input type="checkbox"/>	I have uploaded my exchange report on BWS Portal.
UNIVERSITY LIBRARY	
<input type="checkbox"/>	I have returned all books, media and / or devices to the University Library.
<input type="checkbox"/>	I have paid all fees and debts at the University Library.
HOUSING (STUDIERENDENWERK)	
<input type="checkbox"/>	I have made a check-out appointment with the <i>Hausmeister</i> (at least three weeks in advance).
<input type="checkbox"/>	I am aware of cleaning requirements for my room as well as communal rooms.
<input type="checkbox"/>	I have submitted the security deposit refund form to the International Office via Mobility Online.
HEALTH INSURANCE	
<input type="checkbox"/>	I did not have health insurance in Germany.
<input type="checkbox"/>	I had health insurance in Germany. <ul style="list-style-type: none"><li>• I have given notice to end my contact (at least one month in advance).</li><li>• My contract ends after a fixed period of time.</li></ul>
POLICE DEREGISTRATION	
<input type="checkbox"/>	I have done my <i>Abmeldung</i> at the City Office.
SIGN OFF TV & RADIO FEES	
<input type="checkbox"/>	I have done my deregistration from <i>ARD ZDF Deutschlandradio</i> online.
CLOSING YOUR BANK ACCOUNT	
<input type="checkbox"/>	I have closed my bank account.
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# ADMINISTRATION 3

## Departure Q&A



**DEPARTURE CHECKLIST**

- Use this checklist to make sure you do not forget anything, marking everything you have taken care of.
- Keep all official papers in your personal files as you may need them in the future.
- Detailed information is found in the appendix.

**PERSONAL DATA**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**GRADE REPORTING: TRANSCRIPT OF RECORDS**

- I have filled out the transcript of records request form and uploaded it to Mobility Online.
- All my Scheine will be uploaded in Mobility Online.
- 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 (if necessary).

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

- I have updated my exchange report on BWS Portal.

**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 (STUDIENWENK)**

- 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 via Mobility Online.

**HEALTH INSURANCE**

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

**POLICE DEREGISTRATION**

- 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: 09. May 2023

➤ Departure checklist downloadable from the IO website



## RESIDENCE/POLICE DEREGISTRATION:

- You have done an *ANmeldung* (registration) after your arrival, therefore, you also have to do an *ABmeldung* (deregistration) before you leave.
- You need to go personally to the city office within one week before your departure (but not earlier).  
Documents needed: passport or ID card (including residence title)  
Appointment needed:  
In Ulm - [Dienstleistungszentrum Olgastrasse 66, 89073 Ulm](#)  
In Neu-Ulm - [Bürgerbüro Neu-Ulm, Petrusplatz 15, 89231 Neu-Ulm](#)



# ADMINISTRATION 3

## Departure Q&A



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<input type="checkbox"/>	I have submitted the security deposit refund form to the International Office via Mobility Online.
HEALTH INSURANCE	
<input type="checkbox"/>	I do not have health insurance in Germany.
<input type="checkbox"/>	I had health insurance in Germany.
<input type="checkbox"/>	I have given notice to end my contract (at least one month in advance).
	• My contract ends after a fixed period of time.
POLICE DEREGISTRATION	
<input type="checkbox"/>	I have done my Abmeldung at the City Office.
SIGN OFF TV & RADIO FEES	
<input type="checkbox"/>	I have done my deregistration from ARD ZDF Deutschlandradio online.
CLOSING YOUR 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.

➤ Official Rundfunkbeitrag Q/A for students



## TV&RADIO BROADCASTING FEE (RUNDFUNKBEITRAG) DE-REGISTRATION:

- MUST-DO** if you were registered under your flatmate's contribution number or you registered yourself as a payer
- De-registration link: click on „*Ich ziehe dauerhaft ins Ausland*“



➤ Link for Broadcasting fee deregistration

→ 3-4 days before leaving Ulm. Please do so after having de-registered with the city of Ulm (Abmeldung) – A scan of the *Abmeldebestätigung* of the city office has to be uploaded.

# ADMINISTRATION 4

## Departure Q&A



**io** **uulm**

**DEPARTURE CHECKLIST**

- Use this checklist to make sure you do not forget anything, marking everything you have taken care of.
- Keep all official papers in your personal files as you may need them in the future.
- Detailed information is found in the appendix.

**PERSONAL DATA**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**GRADE REPORTING: TRANSCRIPT OF RECORDS**

- I have filled out the transcript of records request form and uploaded it to Mobility Online.
- All my Scheine will be uploaded in Mobility Online.
- 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 (if necessary).

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

- I have uploaded my exchange report on BWS Portal.

**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 (STUDIENWENK)**

- 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 via Mobility Online.

**HEALTH INSURANCE**

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

**POLICE DEREGISTRATION**

- 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.

Letzter Update: 09. Mai 2024

➤ Most recent instructions from Studierendenwerk can be found here:



**STUDENTENWERK ULM**  
Anstalt des öffentlichen Rechts  
-Wohnraumverwaltung-  
89069 Ulm

Wileystr. 73, 89231 Neu-Ulm  
Herr/Frau\* Clarina, Ulmer  
Name, Vorname: \_\_\_\_\_  
Personalausweis-/Reisepaß\*-Nr. 3304000000000000000  
Ausgestellt am: \_\_\_\_\_

Inventarverzeichnis für Zimmer Nr. 3013

Anzahl	Gegenstand	Nr.
1	Keller (Käfig)	_____
1	Zimmerschlüssel	_____
1	Briefkastenschlüssel	_____
2	Schreibtischschlüssel	_____
1	Liege mit Lattenrost und Matratze	_____
1	Bettkasten	_____
1	Schreibtisch mit Rollcontainer	_____
1	Schreibtischlampe	_____
1	Arbeitsstuhl	_____
1	Kleider-/Wäscheschrank mit 4 Fachböden	_____
1	Beistelltisch	_____
1	Vorhangschiene	_____
1	Vorhänge/Rolllös	_____
1	Deckenleuchte	_____
1	Deckenleuchte Naßzelle	_____
1	Deckenleuchte Diele	_____
1	Arbeitsleuchte über Kochmulde	_____
1	Deckenleuchte Küche	_____
1	Einbauküche bestehend aus:	_____
1	Backherd	_____
1	Einbauspüle	_____
1	Kochmulde mit 4 Platten	_____
1	Unterschranke	_____
1	Oberschränke	_____
1	Arbeitsplatte	_____

Folgende vom Vermieter übernommene Einrichtungen und Gegenstände gehören nicht zur Mietsache und sind daher auf Verlangen des Vermieters bei Beendigung des Mietverhältnisses zu entfernen. In diesem Fall ist der vorherige Zustand wiederherzustellen.

Sonstiges: \_\_\_\_\_

Neu-Ulm, den 20.03.2024

Richtig übergeben: \_\_\_\_\_ (Hausmeister)  
Richtig übernommen: \_\_\_\_\_ (Mieter)

Das vorstehend aufgeführte Zimmer inkl. Inventar wurde beim Auszug am 20.03.2024 mit folgenden Mängeln/ohne Mängel übernommen übergeben:

Neue Anschrift: \_\_\_\_\_

\* = Nichtzutreffendes streichen!  
gr 01.03.00

*Handwritten notes:* 1. Kamin offen, 1. Kamin geschloßen, 1. Tisch oval, 1. Vorhänge

*Handwritten signature:* Klausen/Geld zurück am 16/3/04 Lau x

## HOUSING:

- Make a check-out appointment with the caretaker (Hausmeister) at least **3 weeks** in advance.
- Check-outs are only done on **weekdays** (Monday – Friday) during the normal working time of the caretakers.
- Inform yourself about the check-out conditions on the Studierendenwerk **webpages!**

# ADMINISTRATION 4

## Departure Q&A



**io** **uulm**

**DEPARTURE CHECKLIST**

- Use this checklist to make sure you do not forget anything, marking everything you have taken care of.
- Keep all official papers in your personal files as you may need them in the future.
- Detailed information is found in the appendix.

**PERSONAL DATA**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**GRADE REPORTING: TRANSCRIPT OF RECORDS**

- I have filled out the transcript of records request form and uploaded it to Mobility Online.
- All my Scheine will be uploaded in Mobility Online.
- 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 (if necessary).

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

- I have uploaded my exchange report on BWS Portal.

**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 (STUDIENWERK)**

- 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 via Mobility Online.

**HEALTH INSURANCE**

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

**POLICE DEREGISTRATION**

- 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.

Letzter Update: 09. Mai 2023

➤ Most recent instructions from Studierendenwerk can be found here:



**STUDENTENWERK ULM**  
Anstalt des öffentlichen Rechts  
-Wohnraumverwaltung-  
89069 Ulm

Wileystr. \_\_\_\_\_, 89231 Neu-Ulm  
Herr/Frau\* \_\_\_\_\_  
Name, Vorname: Clarissa Müller  
Personalausweis-/Reisepaß\* -Nr. 660 300 4  
Ausgestellt am: \_\_\_\_\_

Inventarverzeichnis für Zimmer Nr. 303

Anzahl	Gegenstand	Nr.
1	Keller (Käfig)	_____
1	Zimmerschlüssel	_____
1	Briefkastenschlüssel	_____
2	Schreibtischschlüssel	_____
1	Liege mit Lattenrost und Matratze	_____
1	Bettkasten	_____
1	Schreibtisch mit Rollcontainer	_____
1	Schreibtischlampe	_____
1	Arbeitsstuhl	_____
1	Kleider-/Wäscheschrank mit _____ Fachböden	_____
1	Beistelltisch	_____
1	Vorhangschiene	_____
1	Vorhänge/Rolllös	_____
1	Deckenleuchte	_____
1	Deckenleuchte Naßzelle	_____
1	Deckenleuchte Diele	_____
1	Arbeitsleuchte über Kochmulde	_____
1	Deckenleuchte Küche	_____
1	Einbauküche bestehend aus:	_____
1	Backherd	_____
1	Einbauspüle	_____
1	Kochmulde mit _____ Platten	_____
1	Unterschranke	_____
1	Oberschränke	_____
1	Arbeitsplatte	_____

Folgende vom Vermieter übernommene Einrichtungen und Gegenstände gehören nicht zur Mietsache und sind daher auf Verlangen des Vermieters bei Beendigung des Mietverhältnisses zu entfernen. In diesem Fall ist der vorherige Zustand wiederherzustellen.

Sonstiges: \_\_\_\_\_

Neu-Ulm, den 30.03.

Richtig übergeben: \_\_\_\_\_ (Hausmeister)  
Richtig übernommen: \_\_\_\_\_ (Mieter)

Das vorstehend aufgeführte Zimmer inkl. Inventar wurde beim Auszug am 20.09 mit folgenden Mängeln/ohne Mängel übernommen/übergeben:

\_\_\_\_\_  
(Hausmeister) \_\_\_\_\_ (Mieter)

Neue Anschrift: \_\_\_\_\_

\* = Nichtzutreffendes streichen!  
Klaute/Geld zurück am 16/3/04  
Lau x

gr 01.03.00

## HOUSING – CHECKOUT:

- You **MUST** clean your room(s) before the check-out appointment.
- Bring the inventory ("Inventarverzeichnis") to the check-out
- (BEFORE) check-out you have to hand-over your keys to the caretaker in the envelope.
- Keys **cannot** be turned in at the IO or the main office of the Studierendenwerk.

# ADMINISTRATION 4

## Departure Q&A



## HOUSING – Refund of security deposit from Studierendewerk

Studierendewerk will arrange for the refund of the security deposit about 8 weeks after the check-out.

Please fill out the Security Deposit Refund Form and send it in to: [wohnen@studierendewerk-ulm.de](mailto:wohnen@studierendewerk-ulm.de) or [incomings@uni-ulm.de](mailto:incomings@uni-ulm.de) before your departure.

Be aware that any bank charges will be deducted from your refund!

➤ Form can be downloaded here:



**ERASMUS / EXCHANGE STUDENTS REFUND SECURITY DEPOSIT**

In order to receive a room in one of the student residences by STUDENTENWERK, you are required to make a security deposit of EUR 300 (payable by international bank transfer at least 2 weeks before the beginning of your contract). The security deposit will be refunded to you approx. 8 weeks after the end of your contract if:

- you leave your room clean and without any damages (check-out appointments with the caretaker of your residence must be scheduled at least two weeks in advance)
- you have always paid your rent in full and have no debts with STUDENTENWERK

There are two possible ways to receive the refund. Please mark below  which option you prefer and supply the requested information for the option you choose.

- You must fill in all fields otherwise the bank transfer cannot be made. If you fail to provide complete and correct information you will not receive the refund.
- Please contact your bank in advance to find out your **BIC** (Bank Identifier Code) and **IBAN** number (International Bank Account Number), since they are necessary to identify your bank and account number in international bank transfer.

**Do not fill out this form by hand but use the computer!**

**MY PERSONAL DATA**

Student Name: \_\_\_\_\_  
Student Residence: \_\_\_\_\_

**REFUND TO MY GERMAN BANK ACCOUNT**

No fees are deducted from your security deposit if it can be transferred to a German bank account. You may arrange with your bank to keep your account open for 2 months after you have left and ask them to close the account at a certain point in time and transfer the balance to your account in your home country. However, you should ask first what fees the bank charges you for this extra service.

Name of Bank: \_\_\_\_\_  
Internat. Bank Code (BIC): \_\_\_\_\_  
IBAN Code of Account: \_\_\_\_\_  
Name of Account Holder: \_\_\_\_\_

Is this the same account that was used for the withdrawal of your monthly rent? Yes  No

**If account holder is not the tenant, both – account holder and tenant – must sign here**

Date / Signature Account Holder: \_\_\_\_\_ Date / Signature Tenant: \_\_\_\_\_

**REFUND TO AN ACCOUNT IN MY HOME COUNTRY**

If you close your German bank account, the refund can also be transferred to a bank account in your home country. The bank fees that may apply for this service will be deducted from your refund.

Name of Home Bank: \_\_\_\_\_  
Address of Home Bank (Street / City / Postal Code / Country): \_\_\_\_\_  
Account Number: \_\_\_\_\_ Bank Code: \_\_\_\_\_  
IBAN Code of Account: \_\_\_\_\_ Internat. Bank Code (BIC): \_\_\_\_\_  
Name of Account Holder: \_\_\_\_\_  
Address of Account Holder (Street / City/ Postal Code / Country): \_\_\_\_\_

Date / Signature: \_\_\_\_\_

INCOMINGS – Security Deposit Refund



# ADMINISTRATION 4

## Departure Q&A



**DEPARTURE CHECKLIST**

- Use this checklist to make sure you do not forget anything, making everything you have taken care of.
- Keep all official papers in your personal files as you may need them in the future.
- Detailed information is found in the appendix.

**PERSONAL DATA**

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**GRADE REPORTING: TRANSCRIPT OF RECORDS**

- I have filed out the transcript of records request form and uploaded it to Mobility Online.
- All my Scholix will be uploaded in Mobility Online.
- I have informed all my instructors that late Scholix 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 (if necessary).

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

- I have uploaded my exchange report on BWS Portal.

**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 (STUDIENWENK)**

- 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 via Mobility Online.

**HEALTH INSURANCE**

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

**POLICE DEREGISTRATION**

- I have done my Anmeldung 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.

Letzter Stand: 09. Mai 2014

➤ Departure checklist downloadable from the IO website



### CLOSING YOUR BANK ACCOUNT:

- Before you close your bank account, please make sure that all your **fees and bills** have been paid (health insurance, rent, subscriptions, telephone bill etc.)
- Alternatively, you can ask the bank to close your bank account on a certain date after your departure. Leave your home address and banking information with your bank so that they can contact you or forward any deposits.

### HEALTH INSURANCE:

- If you signed up for German health insurance (TK, OAK, ...) you must give **1 month notice**
- If you had **European health insurance** from your home country (EHIC) you don't need to do anything
- If you had any other type of insurance, check with your provider

DEPARTURE CHECKLIST	
<ul style="list-style-type: none"> <li>• Use this checklist to make sure you do not forget anything, marking everything you have taken care of.</li> <li>• Keep all official papers in your personal files as you may need them in the future.</li> <li>• Detailed information is found in the appendix.</li> </ul>	
PERSONAL DATA	
Name:	E-Mail:
GRADE REPORTING: TRANSCRIPT OF RECORDS	
<input checked="" type="checkbox"/>	I have filled out the transcript of records request form and uploaded it to Mobility Online.
<input checked="" type="checkbox"/>	All my <i>Scheine</i> will be uploaded in Mobility Online.
<input checked="" type="checkbox"/>	I have informed all my instructors that late <i>Scheine</i> should be sent to the International Office.
CERTIFICATE OF MOBILITY (Erasmus students only)	
<input checked="" type="checkbox"/>	I have obtained confirmation by the International Office about the duration of my stay (if necessary).
FINAL REPORT (Exchange students, who received a scholarship or other financial support only)	
<input checked="" type="checkbox"/>	I have uploaded my exchange report on BWS Portal.
UNIVERSITY LIBRARY	
<input checked="" type="checkbox"/>	I have returned all books, media and / or devices to the University Library.
<input checked="" type="checkbox"/>	I have paid all fees and debts at the University Library.
HOUSING (STUDIERENDENWERK)	
<input checked="" type="checkbox"/>	I have made a check-out appointment with the <i>Hausmeister</i> (at least three weeks in advance).
<input checked="" type="checkbox"/>	I am aware of cleaning requirements for my room as well as communal rooms.
<input checked="" type="checkbox"/>	I have submitted the security deposit refund form to the International Office via Mobility Online.
HEALTH INSURANCE	
<input checked="" type="checkbox"/>	I did not have health insurance in Germany.
<input checked="" type="checkbox"/>	I had health insurance in Germany. <ul style="list-style-type: none"> <li>• I have given notice to end my contact (at least one month in advance).</li> <li>• My contract ends after a fixed period of time.</li> </ul>
POLICE DEREGISTRATION	
<input checked="" type="checkbox"/>	I have done my <i>Abmeldung</i> at the City Office.
SIGN OFF TV & RADIO FEES	
<input checked="" type="checkbox"/>	I have done my deregistration from <i>ARD ZDF Deutschlandradio</i> online.
CLOSING YOUR BANK ACCOUNT	
<input checked="" type="checkbox"/>	I have closed my bank account.
<input checked="" type="checkbox"/>	I have asked the bank to close my bank account on a certain date after my departure.

➤ *Departure Checklist*  
downloadable from  
the IO website



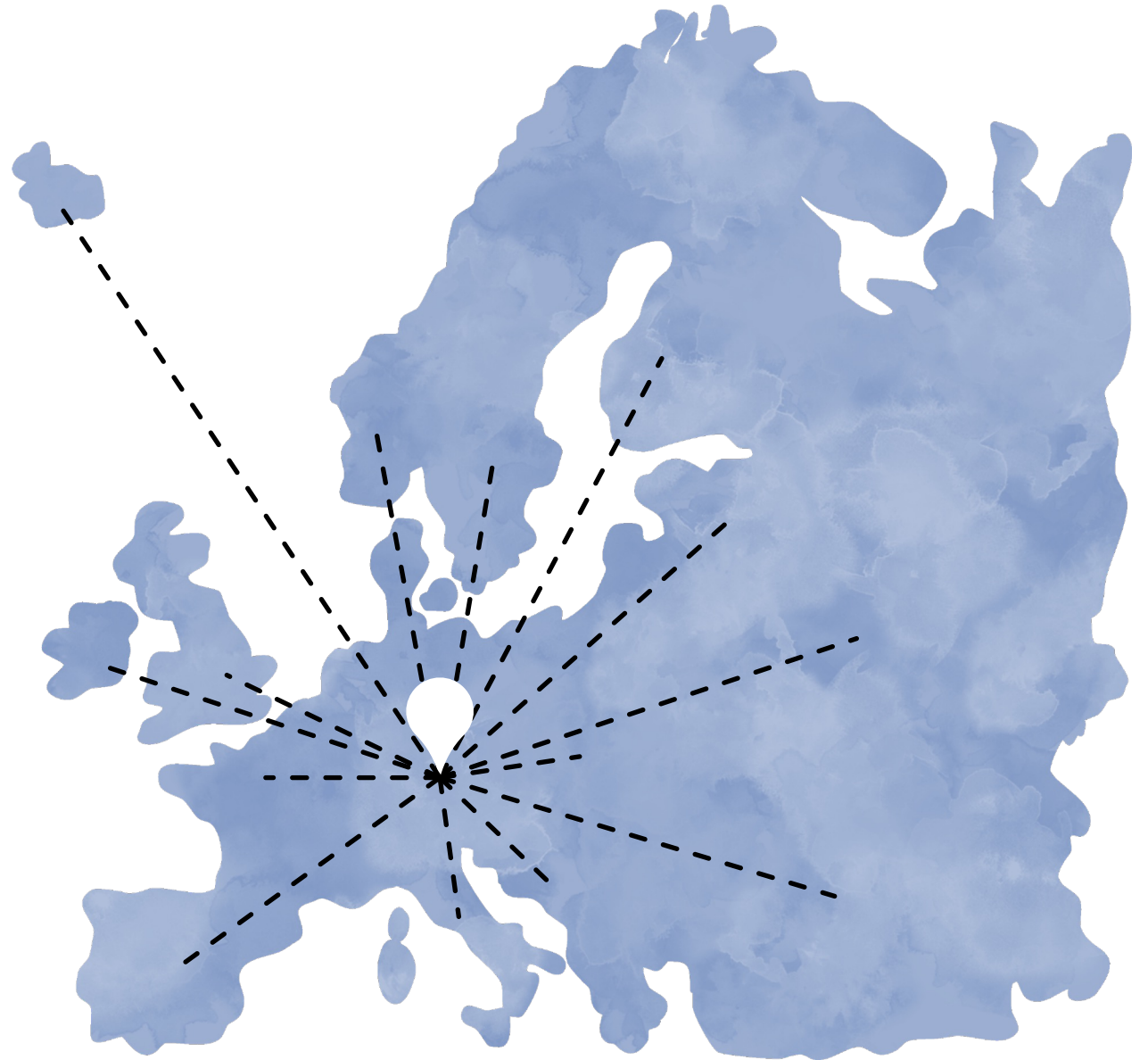
1. If you are not sure what else is there to submit, check the **Departure Checklist**
2. If you are sure there are no more papers left to sign/submit, check the **Departure Checklist**

THE. END.



<https://www.uni-ulm.de/en/io/mobility-incomings/finishing/>

Detailed step-by-step  
instructions can be found  
here, on the website of the IO



# TIME TO SAY GOODBYE



We wish you all the best for your career! 😊



# Do you have a memorable EXPERIENCE that connects you with your stay in Ulm?



... will you allow us to share them?

*For an occurrence to become an adventure, it is  
necessary and sufficient for one to recount it.*

Jean-Paul Sartre



# Testimonial Flyer



Spain

**Emily Helwig**

Psychology

If I could go back  
to Valladolid the  
first thing I'd do  
is...

“Visit my wonderful host  
family and the families I met  
while tutoring their kids in  
English.”

