

## 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.
- Please send us documents either **by post or by email**.

### PERSONAL DATA

Name:

E-Mail:

### GRADE REPORTING: TRANSCRIPT OF RECORDS

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I have filled out the transcript request form (downloadable from the link above) and emailed it to the International Office (Anneli Williams/Erasmus, Yang Na/Exchange) |
| <input type="checkbox"/> | All my <i>Scheine</i> will be sent to the International Office  |
| <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 only, who received a scholarship or other financial support)

- |                          |  |
|--------------------------|--|
| <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 by post or by email |

### 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 contacts ends after a fixed period of time</li> </ul> |

### POLICE REGISTRATION

- |                          |   |
|--------------------------|---|
| <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 |