

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

☐

Scheine should be sent to the International Office by email: incomings@uni-ulm.de

☐

I have filled out the transcript of records form and uploaded it to Mobility Online.
The transcript form must be in **.doc format!**

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 (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 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.

Appendix

GRADE REPORTING: TRANSCRIPT OF RECORDS

Non-degree students at Ulm University get certificates (Scheine) for each class passed successfully. Please ask your professors to use the following downloadable "[Schein template](#)". If you have taken **language courses** at the Zentrum für Sprachen und Philologie (ZSP), please use the forms from ZSP. As the certificate for the **intensive German language** course from the orientation programm in March / September is issued by the International Office, you do not need to submit it.

Request for a Transcript of Records

Please upload all your "Scheine" and fill out the [transcript of records request form](#).

⚠ Please be sure to fill in the course codes of all your courses. You can look them up in the Vorlesungsverzeichnis. ⚠

If not all your Scheine are complete at the time of your departure, you must inform your instructors to send those to International Office whenever they are ready. The International Office will then issue an updated transcript of records.

Medical Students

Medical students will receive a transcript of records of all their medical courses and electives from the medical faculty. They only need to fill out a transcript request form and present their Scheine if they have taken courses outside the Medical faculty which they would like to have documented.

CERTIFICATE OF MOBILITY (Erasmus students only)

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. The start date is not the day of arrival. Instead, it is the first day that you participate in any official event (first day of classes, either in the orientation programme / intensive German language course or during the semester). The end date is not the day of departure. Instead, it is the last day of your academic activities (last day of classes, last exam, last day in lab or clinic).

If your university has a special form which must be used, be sure to download or order it in time and complete all the personal information about yourself. If your university does not require a special form, we can issue a certificate of mobility from our database.

We will not issue attendance confirmations after your departure (unless COVID-19 related circumstances prevented timely attendance confirmations; in this case, please contact us). We will not pre-date or post-date the form.

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 Ulm University **no later than 4 weeks after the end of their exchange period**.

Baden-Württemberg SCHOLARSHIP Holders please use the following form for your report and upload your report to your profile ("Application Forms") in the online portal of the Baden-Württemberg SCHOLARSHIP:

[Baden-Württemberg Scholarship - Report \(docx\)](#)

All other scholarship holders please use the following form and send it electronically to [exchange\(at\)uni-ulm.de](mailto:exchange(at)uni-ulm.de):

[Exchange Experience Report \(pdf\)](#)

HOUSING (STUDIERENDENWERK)

Check-Out from a Student Residence of Studierendenwerk

When you move out of your dorm room, you must have a check-out appointment ("Auszugsübergabe") with the caretaker („Hausmeister"). You need to make the appointment at least three weeks in advance. Check-outs are only done on weekdays (Monday – Friday) during the normal working time of the caretakers. No check-outs on weekends or holidays.

It is mandatory that you or another witness are personally present at the check-out. If you cannot be present yourself, you may appoint a proxy. You must authorize this proxy in writing: Proxy Form for Check-Out from Student Residence.

Bring the inventory ("Inventarverzeichnis") to the check-out (this is the green carbon copy which you received when you arrived). On this form, the caretaker will note if anything is missing or if there is any damage. If the caretaker decides that you are responsible for a damage or did not clean properly, you will be charged for the replacement, the repair of a damage or a professional cleaning. You will either be billed for the expenses, or this amount will be deducted from your security deposit.

At the end of the check-out you have to hand-over your keys to the caretaker. Do not plan on staying in your room after the check-out. Keys cannot be turned in at the International Office or the Studierendenwerk main office.

You must clean your room(s) before the check-out appointment. Residents in doublettes or suites must also clean the communal rooms (kitchen, toilet and/or bathroom) before the check-out.

Refund of Security Deposit from Studierendenwerk

Studierendenwerk 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 hand it in to the International Office before your departure. You will have to provide your international bank code (BIC) and your international bank account number (IBAN) for this transfer, no matter if you want the refund to be made to your German account or to an account in your home country. You should get in contact with your bank very early in order to obtain these data, if you do not have them already. Be aware that any bank charges will be deducted from your refund!

Move-Out from a Private Room or Residence

Students who did not stay in one of the student residences of the *Studierendenwerk* but had a private room or apartment have to "give notice" to their landlord/landlady. The details depend on the kind of contract or agreement you made when you moved in. Usually one has to inform the landlord/landlady 3 months in advance and in writing. If the room was rented for a fixed period, such a notice is not necessary. If you want to move out before the fixed date, you might have to pay for the remaining months. If you want to extend your stay beyond the fixed date, you should contact them early to find out if this is actually possible. When you move out you should also make an appointment for a check-out to make sure you get your whole security deposit back.

HEALTH INSURANCE

Students who signed up for health insurance in Germany have to inform their insurance company at least 1 month in advance of the date when they want their contract to end, unless the contract was made out for a fixed period of time from the beginning.

Students from EU countries who came with an E 111 or E 128 form from their home insurance or the European Health Insurance Card (EHIC) do not need to do anything.

POLICE DEREGISTRATION

German registration law requires all persons who stay here longer than for touristic purposes to register their residence. If you have done an *Anmeldung* (registration) after your arrival, you also have to do an *Abmeldung* (deregistration) before you leave.

In order to do so, you need to go personally to the city office within one week before your departure (but not earlier). **You will need to make an appointment far in advance!** Bring your passport or ID card (including residence title).

The city office will issue an *Abmeldebestätigung* (certificate of deregistration). You will need this form to sign off from tv & radio fees.

Make sure to keep this document. You will need it if you want to stay in Germany again in the future - even after many years!

Bürgerdienste Stadt Ulm: Olgastrasse 66, 89073 Ulm <https://ssc.wilken.de/ssc-app-ulm-buergerdienste/?m=ULM&l=903193>

Bürgerbüro Neu-Ulm: Petrusplatz 15, 89231 Neu-Ulm <https://nu.neu-ulm.de/de/buerger-service/buergerservice/buergerbuero/>

SIGN OFF TV & RADIO FEES

You have to deregister from *ARD ZDF Deutschlandradio* for tv & radio fees by submitting a notice of departure to them, otherwise they will continue billing you and even collect your debts from abroad! You can do this deregistration online through the website www.rundfunkbeiträge.de You must attach a scan of the *Abmeldebestätigung* of the city office.

CLOSING YOUR BANK ACCOUNT

Closing your bank account should be one of the very last things you do. Make a last printout of your bank statements („Kontoauszüge“) to be sure that all your fees and bills have been paid.

In case you leave without meeting all your obligations, the International Office may be contacted on your behalf and we have to settle things with you after your departure. This is a lot of work, and you end up paying much more money!

Alternatively, you can ask the bank to close your bank account on a certain date after your departure, i.e., if you will receive a refund of your security deposit to this account. Leave your home address and banking information with your bank so that they can contact you or forward any deposits.