

DEPARTURE CHECKLIST	
<ul style="list-style-type: none"> • 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	
<input type="checkbox"/>	Scheine should be sent to the International Office by email: incomings@uni-ulm.de
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"> • I have given notice to end my contact (at least one month in advance). • My contract ends after a fixed period of time.
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.