

Before Your Departure



Checklist for International Researchers



De-register

For EU Citizens

- You need to de-register your residence with the city of Augsburg. You can do this by making an appointment at your local Citizens Advice Bureau ([Bürgerbüro](#)) or by filling in [this form](#) online (in German) one to two weeks after moving out.

For Non-EU Citizens

- You need to de-register your residence with the city of Augsburg through the Academic Immigration Office (Hochschulbetreuungsstelle) one to two weeks after moving out.



Terminate Your Tenancy

- If necessary, give notice to terminate your tenancy in good time. The notice period is specified in the contract and is usually three months to the end of the month.



Hand over Your Flat

- Make an appointment with your landlord to inspect and hand over your flat. In order to get your deposit back, the property must be swept clean and any damage you have caused must be repaired.



Discuss the Return of Your Deposit

- Discuss with the landlord how the deposit will be returned, in particular to which bank account.



Cancel Your Contracts

- If necessary, cancel other contracts such as internet, telephone, electricity or the license fee. Please note that in order to cancel the license fee, your proof of de-registration with the city of Augsburg must be submitted.



Cancel Your German Bank Account

- Cancel your German bank account in the last few days before departure when all outstanding payments have been made. Transfer the balance to another account.



Cancel Your Insurance

- Cancel your health insurance and other insurance that you have taken out in Germany. Please note that proof of de-registration with the city of Augsburg is sometimes required.



File Your Tax Return

- Find out if you have to file a tax return (Steuererklärung) and if so, by when.



Issue a Redirection Order

- If necessary, you can issue a redirection order (Nachsendeauftrag) with Deutsche Post.



Cancel Your Subscription for Public Transport

- If necessary, cancel your subscription with Deutsche Bahn or AVV. Please note that the cancellation period for the Deutschlandticket ends on the 10th day of the previous month.

Before Your Departure



Checklist for International Researchers



Cash out the Balance on Your Campus Card

- Cash out the remaining balance on your Campus Card at a [cashback machine](#) (Rückzahler). Also, return borrowed books to the University Library and your keys and transponders to the appropriate places.



Register for our Global Alumni Network

- If you would like to stay in touch with the University of Augsburg after your stay, you can register for our global [alumni network](#).

The Welcome Service Team wishes you all the best for your future endeavours.
We would love to welcome you back to Augsburg in the near future!