

Last Steps

Timeline and Checklist for the winter semester 2019/20

Your Last Steps	Complete this step:	✓
1. Scheduling an Appointment with the Dorm Manager	2-3 weeks before you leave	<input type="checkbox"/>
2. De-registration at the University	2-3 weeks before you leave	<input type="checkbox"/>
3. Closing out Your Health Insurance	2-3 weeks before you leave	<input type="checkbox"/>
4. Giving the City Notice of Your Departure	2 weeks before you leave	<input type="checkbox"/>
5. Giving the <i>Studentenwerk</i> Notice of Your Departure	1 week before you leave	<input type="checkbox"/>
6. Giving the International Office Notice of Your Departure	until March 20, 2020	<input type="checkbox"/>
7. Closing Your Bank Account	1-2 days before you leave	<input type="checkbox"/>

1. Scheduling an Appointment with the *Hausmeister*

In order to get your security deposit for your dormitory room back, you must make an appointment for moving out of your room with the *Hausmeister* (dorm manager). Please make the appointment as early as possible – **two weeks before your departure at the very latest!**

You received an email from the *Studentenwerk* containing a document about the **transfer of the security deposit** that you must hand in before the appointment with the *Hausmeister* (see **5. Giving the *Studentenwerk* Notice of Your Departure**). For the appointment, you will also need the **Übergabezertifikat** (certificate of delivery), that you received when you moved into your dormitory room.

Please clean your room thoroughly! If you leave something in your room behind, or if it is not completely cleaned, the *Studentenwerk* will have to clean it again. The cost of this is rather expensive and will be deducted from your security deposit.

Please plan accordingly on your day of departure so that you will have enough time. The inspection of your room can take anywhere from **15-60 minutes**. If everything is in order with your room, the security deposit in the amount from 230-400 € that you paid at the beginning of the semester will be transferred back to your account (that you submitted to the *Studentenwerk*) about 3 months after the semester ends (March 31, 2020).

3. Closing out Your Health Insurance

Before your departure, you must close out your German health insurance. Please contact your personal advisor at the insurance agency **about 2 to 3 weeks before your departure** with an email stating your departure date. The subject of the email should be titled as “Beendigung des Versicherungsverhältnisses wegen Abreise ins Ausland und Exmatrikulation“ (*Closing out Health Insurance On Account of Departure to Home Country and De-registration at the University*). Please also attach a copy of your flight tickets back home and your confirmation of de-registration from the university (*Bescheinigung der Studienzeiten*).

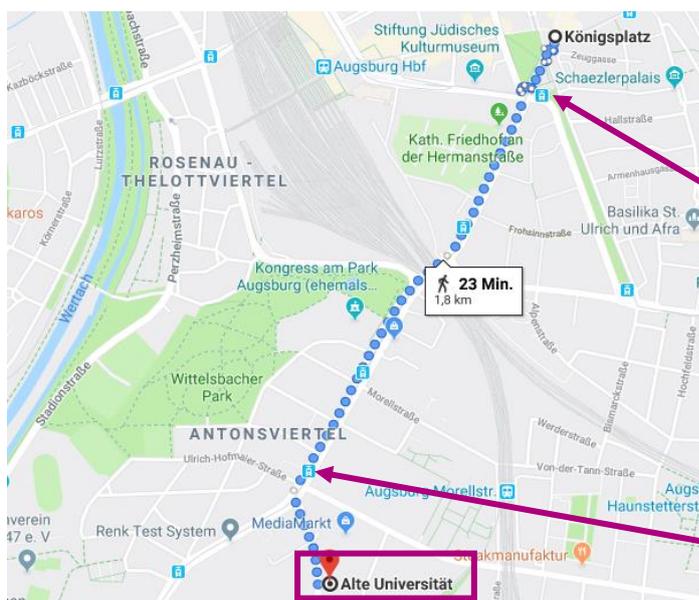
Necessary documents:

- copy of your flight tickets back home
- copy of your *Bescheinigung der Studienzeiten* (confirmation of de-registration from the university)

4. Giving the City Notice of Your Departure

Before your departure you must give notice to the foreigners' registration office. To do this, please go see Ms. Krünes (with your passport) at the *Hochschulbetreuungsstelle* at the *Alte Universität* and de-register from Augsburg as your place of residence. You should do this **about 2 weeks before your departure**. There are no fees to pay during your de-registration.

Address: Hochschulbetreuungsstelle
 Alte Universität
 Eichleitnerstraße 30
 86159 Augsburg
 Building F2; room 111
 (tram station “Polizeipräsidium”, tram 1, direction “Göggingen”)



Tram Station „Königsplatz“

Tram Station „Polizeipräsidium“

Necessary documents:

- passport

5. Giving the Studentenwerk Notice of Your Departure

Before your departure, you must **pay any pending rent fees for the remainder of the semester**, fill out the **“Formblatt Kontodaten für Kautionserstattung”** (*Account information for reimbursement of deposit form*) and de-register yourself at the *Studentenwerk*. For this you will need the **“Accommodation Form”**. You generate this form in your workflow on Mobility Online and then print it out.

About 1-2 months before the end of the semester you received a document from the *Studentenwerk* about the transfer of your security deposit. You can turn this in with your Accommodation Form in person, or send it to them in an email.

Please have your Accommodation Form signed by an employee from the *Studentenwerk* (Room 150, Mensa Building). Be sure to pay any outstanding rent fees either in cash or with an EC Card. Bring the Accommodation Form with you to the International Office (see 6. **Giving the International Office Notice of Your Departure**).

Please note: If you do not turn in your Accommodation Form before your departure, **you will not receive a transcript of records from us.**

Necessary documents:

- **Accommodation Form**
- **money for remaining rent fees, etc.**
- **document for the transfer of your security deposit**

6. Giving the International Office Notice of Your Departure

Before your departure you must come to the WeltWeit office hours at the International Office to:

- hand in your **Accommodation Form**
- receive **proof of your participation** in the WeltWeit program

Please be sure to come **until March 20, 2020 during our office hours** to the WeltWeit Office in Building M2 (between Mensa and Faculty of Applied Computer Science), room 245.

Necessary documents:

- **Accommodation Form (signed by Studentenwerk)**

7. Closing Your Bank Account

Please do not forget to close out your German bank account. Please do this in person at your bank affiliation.

You can only close your account if your bank account has a positive amount in it, or rather if there is money existing in your account. (0,01 € is also a positive balance). The remaining balance you will receive in cash when you close your account. The closing of your account will be carried out digitally by a bank employee and should take about 5 minutes.

Please be completely sure not to close your account **before the date of deduction for your rent, insurance, and possibly your cell phone contract** has gone through!

Upon cancellation, all cards (EC cards, credit cards) must be given back to the bank. Banks recommend that you destroy your card before you turn them in (i.e. by damaging the magnet strip from the back of the card by scratching it or poking a hole through it, or cutting off a corner of the card).

Necessary documents:

- all cards belonging to your bank account (EC Cards, credit cards)