

Check list for internationally mobile researchers

Before your departure

- ☐ **Terminate the rental contract** of your accommodation (the notice period is usually three months, but can vary between one and three months - depending on the rental contract).
- ☐ **Arrange an appointment** with your landlord **to hand over the apartment**. Please note that the apartment must be handed over swept clean!
- ☐ Remember the **deposit**, which you are entitled to after handing over the flat. If you have damaged the apartment in any way, the deposit can be (partially) retained.
- ☐ **Cancel other contracts** (e.g. telephone, internet, electricity, TV licence fee and any insurances or club memberships). If necessary, clarify in advance with your landlord which contracts you have to terminate.
- ☐ **Cancel your health insurance**. Please take note of the notice period specified in your contract with the health insurance provider.
- ☐ If necessary, **submit a forwarding request** to Deutsche Post so your mail can be sent to your new address. You can find more information [here](#).
- ☐ If necessary, **inform the school or kindergarten** of your child/children about your departure.
- ☐ **Deregister** with the [Immigration Office](#) (non-EU citizens) or the [Residents' Registration Office](#) (EU citizens) at the earliest one week before departure. You can find the form for deregistration at the Residents' Registration Office [here](#).
- ☐ **Cancel your bank account** (only in the last few days before your departure, as it is usually still needed before then).
- ☐ Do not forget to **submit your tax return** by May 31 of the following year.
- ☐ Have any credit on your [Campus Card](#) refunded, return any **loaned books** to the university library and hand in your **office keys**.
- ☐ If you would like to stay in touch with Augsburg University after your stay, you can **register** for our [Global Alumni Network](#).

The Welcome Service wishes you all the best.

We would be delighted to welcome you back to Augsburg in the near future!

All information provided in this document is subject to careful examination of the content. However, the Welcome Service cannot assume any liability for the contents. The checklist may not necessarily be exhaustive, comprehensive, or up to date.

Should any website be available in German only, we recommend using the free translation service [DeepL](#).