
CHECKLIST FOR INTERNATIONAL RESEARCHERS

BEFORE DEPARTURE FROM BONN

▶ **Cancellation of Your Rental Agreement and Related Contracts**

Please give notice for your accommodation in due time. Please be aware that the legal notice period in Germany is three months.

Besides your rental agreement, you should also give enough notice for related issues such as electricity, telephone, internet, television and radio license fees etc.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/accommodation

▶ **Other Contracts**

During your stay in Bonn, you probably have signed various other contracts which now have to be cancelled. Please take into consideration the respective terms of notice.

- > **Additional insurance policies (e.g. liability insurance)**
- > **Mobile phone contract**
- > **Contracts with childcare centers and/or schools**
- > **Contracts with sports centers and/or clubs**
- > **Theater, entertainment, newspaper or magazine subscriptions**

▶ **Entitlement to Pension**

If you have been drawing a salary from the university and have paid social security contributions, we advise you to arrange an appointment with an adviser at the local branch of "Deutsche Rentenversicherung" to discuss your pension entitlements. The Welcome Center can assist you making an appointment.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/social-security

▶ **Change of Address Order ("Nachsendeauftrag")**

Consider setting up a change of address order at your local post office. Thus, your mail will be redirected to your new address. This can be done online as well.

> www.deutschepost.de

▶ **JobTicket**

In case you have subscribed to a "JobTicket" through the University of Bonn, you should terminate this before your departure.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/mobility-and-transport

▶ **Tax Declaration**

If you have been employed, it may be advisable to consult a tax accountant about completing your tax declaration.

> www.uni-bonn.de/institutions/welcome-center/service-and-advice/work-and-taxation

▶ **De-Register your Residence**

Before your departure from Bonn, please de-register your residence at the Citizens Service Center (no earlier than one week before departure).

> [Citizens Service Center](#)

> [How to make an appointment online](#)

▶ **Bank Account**

Close your German bank account. We advise you to do this only shortly before you are leaving the country, so you can still do necessary bank business right up until the end of your stay.

▶ **Alumni Network**

Would you like to stay in touch with the University of Bonn? Then register with our alumni network. There is a group for international research alumni with specific offers.

> www.alumni.uni-bonn.de