Before You Leave Germany …

12.1 Checklist

Please bear in mind that you will have to deal with some organizational matters before you leave the country. It is usually advisable to start planning your move about three months in advance. The following timetable will help you to save time and nervous energy.

Three Months to Go:

- Cancel your tenancy agreement in good time.
- Cancel your contracts with local utilities providers (electricity, gas, water).
- Cancel your telephone, broadband and mobile contracts, if applicable.
- Discuss with your landlord whether you have to do any decorating before leaving your accommodation.
- It may be advisable to consult a tax accountant about completing your tax declaration.
- If you have been drawing a salary from the university and have paid social security contributions, arrange an appointment with an adviser at the “Deutsche Rentenversicherung” (German Statutory Pension Insurance Scheme) to discuss your pension entitlements (see Insider Info).
- Check with the HR department/your fellowship provider well in advance whether you will receive your final salary/fellowship payment before you leave the country. The move and the final payment often cross.
- Cancel your public transport season ticket (e.g. VRS-JobTicket).
- Cancel any subscriptions to newspapers or journals.
- Cancel your membership in any societies, associations, clubs etc.
- If you are moving to another European country we recommend you to contact one of the EURAXESS Service Centers located there – they will be able to help you organize your research stay in your new target country.

Before You Leave Germany …

EURAXESS Service Centers

www.euraxess.eu/euraxess

> Information & Assistance
> Find Personalized Assistance

Insider Info: Deutsche Rentenversicherung

Service-Zentrum Bonn
Rabinstraße 6
53111 Bonn
0228 / 280801
service-zentrum.bonn@drv-rheinland.de
www.deutsche-rentenversicherung.de > Services > Online Dienste > Beratungstermin buchen
One Month to Go:

- Cancel your registration at the “Einwohnermeldeamt” (Residents’ Registration Office). Don’t forget the de-registration form, the landlord’s confirmation and your identity documents.
- If you have children, inform the school or kindergarten that you are leaving.
- Inform your insurance companies that you are leaving.
- If you want to sell your car in Germany or take it to your own country, you must inform the “Kraftfahrzeugzulassungsstelle” (vehicle licensing authority) and the company providing your third-party liability insurance. Please take note of the formalities necessary to export a vehicle purchased in Germany (export declaration).
- Arrange for the rent deposit to be reimbursed including the interest and any compound interest accrued during the rental period.
- If required, activate a forwarding service with the post office so that your post can be forwarded to your new address.
- Take borrowed books and journals back to the university library or departmental libraries.
- If you want to send luggage home by freight service arrange an appointment with the freight carrier to pick up the parcels.
- As you will probably need to use your bank account right up to the last minute, we recommend you not to cancel it until shortly before the move.

Moving Day:

- Note down the meter readings for electricity, gas and water in the handover report and get your landlord to sign it.
- Check your accommodation and the staircase for damage.
- Depending on what you have arranged with your landlord, clean your accommodation.
- Hand over the accommodation empty and return the keys to the landlord or the property management.

Auf Wiedersehen in Deutschland!