

PRE-DEPARTURE CHECKLIST

FOR EXCHANGE STUDENTS

Before leaving Germany, you need to:

- De-register** from the Citizens' Registration Office
- Close your German bank account**, if you have one (if you are with *Sparkasse*, send an email to service@sparkasse-bielefeld.de. You need say the date until when you want to close the account and attach a copy of your passport.
- Terminate your rental contract** (unless it was a temporary contract)
- Terminate your contract with the GEZ** (Public Broadcasting Service)
- Terminate any other contracts you may have** (e.g. gym membership, subscriptions); you may need your certificate of de-registration for this.
- Make an appointment with your landlord or custodian** to check your room before you leave (you will only get your deposit back if you leave the room clean and undamaged). If you are in Studierendenwerk accommodation, you need to move out by August 31st!
- Check with your home university** to see if you need any additional documents (e.g. the Certificate of Stay); they will give you the necessary forms
- Pay any library fees** and return any overdue books that you may have

If you are from a Non-EU country, you also need to:

- De-register** from the Foreigners' Registration Office
- Apply for exmatriculation** / de-enrolment (you can find the form on our website <https://www.fh-bielefeld.de/exmatrikulation>)
- Terminate your German health insurance membership** (certificate of de-registration from the FH Bielefeld is required).