



Checklist – Leaving Germany

Please note that there are several things to do before you can leave Germany. This guide intends to help you with them.

Foreigner's Office/Registration Office

- Please deregister at the Residents' Registration Office (Zentrale Pass- und Meldestelle, Theaterstrasse 11, ground floor). You can make an appointment online or go without one.
- If you move to another city in Germany, it is sufficient to register at the respective residents' registration office at your new place of residence within two weeks after your arrival.
- If you are a non-EU national: please enquire at the foreigner's office whether you need to come in personally to sign any paperwork etc.

Apartment

- Enquire about cancellation periods – typically, you need to give three months' notice in written form to your landlord before you can move out. Check your contract whether you need to renovate the apartment before leaving and take into account the cost and time you will need for that.
- Upon leaving your apartment and handing over the key, you will be provided with a protocol by the landlord/caretaker, which will state the meter reading of your power usage – the final meter reading needs to be communicated to the power suppliers. Please don't forget to provide them with your new address for the final invoice!
- Enquire about the return of the deposit you made.
- At the post office you can redirect your mail to your new address for a period of 6-12 months. This service is called *Nachsendeantrag*.

Cancellations

- Remember to cancel your contracts: landline, cell phone, internet, bank account (if you are expecting further transfers, you should name an alternative account), insurances (think of liability, legal protection, private health, household, accident), newspaper subscription, Bahncard etc.
- Leave your new address for the final invoices.



Health insurance

- Sign off at the health insurance unless you will be staying in Germany and keep it.

Pension

- Employees who made contributions towards the pension fund during their stay in Germany, are entitled for a partial refund of the employee's share two years after their departure. Please note that this does not apply if you are from an EU country or a country that has a social insurance agreement with Germany. Also, if you leave to go to another EU country, the period of two years will start counting from the day you left Europe.
- Please find further details on the website of the Deutsche Rentenversicherung (= German pension insurance) <http://www.deutsche-rentenversicherung.de>.

Miscellaneous

- Students: de-register at the TUD
- Return library books (public and SLUB) and close account
- Cancel GEZ (radio and tv broadcast fee)

If you have any questions or need help, please contact:

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