

# Checklist for International Students: Before leaving Germany

Provided you meet certain requirements and conditions, you may be eligible for returnee's supports (for setting up your own business, transport or financial support).

Further information and service points are given on: [www.bamf.de](http://www.bamf.de)

Timeline	Authorities – Insurances – University - Accommodation		
<b>4 month left or depending on final examination defense thesis</b>	<b>Foreigner's Office (<i>Ausländerbehörde</i>)</b> <ul style="list-style-type: none"> <li>Enquire about what needs to be done before you depart (forms to fill in, etc.)</li> <li>Foreigner's Office has to have a copy of your de-registration from Anhalt University (<i>Exmatrikulation</i>)</li> </ul>	<b>Flat/Residential accommodation</b> <ul style="list-style-type: none"> <li>the cancellation period is given in the rental contract, enquire when the deposit will be paid back, leave an alternative bank account if your account will be closed</li> </ul> <b>Energy supply (electricity/heating)</b> <ul style="list-style-type: none"> <li>leave your address for final accounts at the energy supplier of your flat if you had to contribute to electricity and heating expenses</li> </ul>	<b>Telephone/Mobile/Internet</b> <p><b>Bahncard</b> (rail concessions card) Magazines and other subscriptions</p> <p>Check the termination dates and cancellation periods of all contracts you signed in Germany</p>
<b>1 month left</b>	<b>Health insurance</b> <ul style="list-style-type: none"> <li>cancel contract if applicable to you</li> <li>NB: if necessary, pay the last two fees in one go</li> </ul> <p><b>GEZ radio and TV fee</b>(<i>Rundfunkbeitrag</i>)</p>	<p>Also remember to do the same for:</p> <b>Pensions and social insurance</b> <ul style="list-style-type: none"> <li>If you had a job in Germany and you had to pay for pensions insurance, your contributions can get paid off – in case there is no social security agreement between Germany and your home country</li> </ul>	<p>If there is an agreement, the amount will be returned later. Further information: <a href="http://www.deutsche-rentenversicherung.de">www.deutsche-rentenversicherung.de</a></p>
<b>2 weeks left</b>	<b>Bank account</b> <ul style="list-style-type: none"> <li>Close your bank account</li> </ul> <p>NB: leave bank details of a reliable/trustworthy person, so transfers arriving after the account has been closed can be received.</p> <ul style="list-style-type: none"> <li>the person receiving the transfer meant for you can then transfer the money to your account</li> </ul>	<b>Library</b> <ul style="list-style-type: none"> <li>return loaned items and close account</li> </ul> <b>Certificates</b> <ul style="list-style-type: none"> <li>certificates and reports (e.g. employer's reference etc.) may be translated into your national language or English and accredited</li> </ul>	<b>Flat/Residential accommodation</b> <ul style="list-style-type: none"> <li>contract landlord to arrange a date for handing over the flat/room and the keys</li> </ul>
<b>1 week left</b>	<b>Local office (<i>Einwohnermeldeamt</i>)</b> <ul style="list-style-type: none"> <li>notify about terminating your residence</li> </ul>	<b>De-registration (<i>Exmatrikulation</i>)</b> <ul style="list-style-type: none"> <li>contact the university student affairs office (e.g. <i>Immatrikulationsamt</i>) and fill in the de-registration form (see link below)</li> </ul> <p><b>Note: Once de-registration your residence permit as a student becomes invalid!!</b></p>	

**NB:** Try to sell or hand on furniture, which cannot be transported to your home country.

**Useful links:**

<https://www.internationale-studierende.de/en/finishing-your-studies/returning-home>

[http://www.deutsche-rentenversicherung.de/Allgemein/de/Navigation/0\\_Home/home\\_node.html](http://www.deutsche-rentenversicherung.de/Allgemein/de/Navigation/0_Home/home_node.html)

<https://www.hs-anhalt.de/en/study/during-your-studies/formalities/deregistration.html>