

Checklist: Before your Departure

You are about to leave RWTH Aachen University? In the checklist below, you can find the most important steps you will need to take. Also check the website [Before Leaving Aachen](#) for further information.

Join the [Alumni network](#) to keep in touch with RWTH Aachen University!

Contracts

Surely you have signed a lot of contracts during your stay which now have to be cancelled. Please remember their respective terms of notice (often 3 to 12 months).

1. Accommodation

- Cancel the rental contract in due time
- Complete any contractual repairs and renovation (if any)
- Claim the refund of your deposit
- Cancel electricity, gas, water, heating & rubbish collection; note down meter readings
- Cancel cable TV & internet contract
- Check your accommodation for damage caused by you and repair it
- Clean your accommodation before handing it over
- Hand over the accommodation empty, return the keys to the landlord and have him sign the "Wohnungsgeberbestätigung" if you move out of Germany
- Consider setting up a Nachsendeauftrag/Change of address order at your local post office (your mail will be redirected to your new address)

2. Public authorities / contracts

- [Deregister your address](#) at the registration office at the earliest 1 week before your departure (the "Wohnungsgeberbestätigung" is required if you move out of Germany)
- Inform the [Rundfunkbeitragszentrale \(GEZ\)](#) of your departure
- Close your bank account
- Cancel all contracts/subscriptions, such as:
 - insurances
 - mobile phone contract
 - contracts with nurseries, play groups, day care centers or schools
 - contracts with sports centers or alike
 - theater or other entertainment subscriptions, newspapers and magazines

In case of employment

If you have been employed, 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, you might want to arrange an appointment with an adviser at the "[Rentenversicherungsanstalt](#)" (Pensions Service) to discuss your pension entitlements.

In case of enrollment for doctoral studies

Inform yourself on the website [termination of enrollment](#) in due time.

Students leaving at least two months before the end of the semester may get a reimbursement of a part of the semester ticket. Information concerning this issue is available on the website of the ASTA (the Students' Union Executive Committee): [BlueCard and Semesterticket](#). If you have questions regarding this issue, please contact the ASTA directly.