

Checklist before departure

(What do I have to do before leaving Germany?)



Important for everyone:

Terminate your rental contract (for cancellation period see your rental contract)

- If you are searching for a new tenant, [please let us know](#).
We might know new international researchers who would be glad to take your room/ flat.

Cancel your health insurance policy in a written form

- Compulsory statutory health insurance:
 - e-mail + copy of proof of de-registration from the citizen services office
- Voluntary member of a statutory health insurance:
 - 2 months prior to departure; e-mail + later on a copy of the proof of de-registration from the citizen services office
- Private health insurance:
 - e-mail + copy of proof of de-registration from the citizen services office

De-registration at the citizen services office (= Abmeldung); earliest 1 week before you leave the country

- Potsdam
 - [Book an appointment](#) | required documents: your passport
 - Or de-register by post | required documents: [adapted template letter](#), filled and originally signed [de-registration form](#); copy of your passport
- Berlin
 - [Book an appointment](#) (it does not need to be the Bürgeramt located in your district)
 - Or de-register by post | required documents: [adapted template letter](#); filled and originally signed [de-registration form](#); copy of your passport → please send the documents to the [Bürgeramt located in your living district](#)

If applicable:

If you had a work contract in Germany

- complete your application for an income tax refund for the previous calendar year due on July 31st
- get in touch with the [German Pension Fund \(DRV\)](#) to find out details on your pension insurance entitlements and pay-outs

Cancel/ Terminate your

- German bank account
- payments to the [ARD-ZDF-Beitragsservice](#) (radio and television fee)
- insurance policies
- contract for electricity for your flat
- internet/ mobile phone contract

De-register your

- children from their day-care and/or school
- Kindergeld payments (= child benefit) by informing your local [Familienkasse](#) about your departure
- car

Other

- Apply for [re-direction of your mail](#) at the post office
- Pay attention to custom regulations

Become an alumni of 😊

- [University of Potsdam](#)
- [HPI](#)
- [GFZ](#)
- [PIK](#)

Welcome Center Potsdam

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