

## Check list before departure

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



welcome center  
potsdam

### Important for everyone:

- Terminate your rental contract (for cancelation period see your rental contract);  
→ if you are searching for a new tenant, [please let us know](#).  
Perhaps we can provide your room / apartment to a new international researcher

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- Cancel your health insurance policy in a written form  
→ *compulsory public health insurance*: e-mail + copy of proof of de-registration from the citizen services office  
→ *voluntary member of public 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

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- Give notice of departure at your Citizen Services Office (earliest one week before you'll leave the country; in German "Abmeldung"):  
→ *Potsdam*: [book an appointment](#); [form for de-registration](#)  
→ *Berlin*: [book an appointment](#) (it does not need to be the Citizen Services Office located in your district); [form for de-registration](#)

### If applicable:

- Cancel your German bank account: please consider outstanding sums and repayments (e.g. deposit)

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- De-register your children from their day-care and school

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- If you receive child allowance (= Kindergeld), inform the local [Familienkasse](#) about your departure

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- [Cancel your payments to the ARD-ZDF...](#) (radio / television fee)

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- Terminate your contract for electricity for your flat

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- Terminate your contract for telephone

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- Cancel your insurance policies

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- De-register your automobile

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- If you had a work contract in Germany: complete your application for an income tax refund for the previous calendar year due on July 31<sup>st</sup>

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- If you had a work contract in Germany: get in touch with the [German Pension Fund \(DRV\)](#) to find out details on your pension insurance entitlements and pay-outs

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  - Apply for [redirection of your mail](#) at the post office

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  - Pay attention to custom regulations

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  - Become an alumni, e.g. [of the University of Potsdam](#) or [of the PIK](#)

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**Welcome Center Potsdam**