Check list before departure
(What do I have to do before leaving Germany?)

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

☐ 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

☐ 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 lo-
      cated in your district); form for de-registration

If applicable:

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

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

☐ If you receive child allowance (= Kindergeld), inform the local Familienkasse about your de-
   parture

☐ Cancel your payments to the ARD-ZDF... (radio / television fee)

☐ Terminate your contract for electricity for your flat

☐ Terminate your contract for telephone

☐ Cancel your insurance policies

☐ De-register your automobile

☐ 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
- 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
- Apply for redirection of your mail at the post office
- Pay attention to custom regulations
- Become an alumni, e.g. of the University of Potsdam or of the PIK