### Checklist 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 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.
- 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](#).
  - *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).
- De-register your children from their day-care and school.
- If you receive child allowance (= Kindergeld), inform the local [Familienkasse](#) about your departure.
- [Cancel your payments to the ARD-ZDF...](#) (radio / television fee).
- Terminate your contract for electricity for your flat.
- Terminate your contract with your phone company / your internet provider.
- 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)](mailto:welcome-center@uni-potsdam.de) to find out details on your pension insurance entitlements and pay-outs

- Apply for [redirection of your mail](mailto:welcome@gfz-potsdam.de) at the post office

- Pay attention to custom regulations

- Become an alumni, e.g. [of the University of Potsdam](mailto:welcome-center@uni-potsdam.de) or [of the PIK](mailto:welcome@gfz-potsdam.de)