

Checklist before departure

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



welcome center
potsdam

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](#).
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 \(DRV\)](#) 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](#)

Welcome Center Potsdam