PhD students: Checklist before your departure

If you rented an apartment:

1. Cancel the lease for your flat or room, usually three months prior to departure but check this in your contract
2. Make an appointment to handover your flat back to the landlord and make sure that you receive your deposit from your landlord
3. If your flat must be painted upon moving out, contact a painter in a timely manner
4. Because the costs of operation of your flat are settled only once a year, it is possible that you may need to reimburse your landlord at a later point after moving out of your flat (in some cases, your landlord may have to reimburse you)
5. Apply for your mail to be redirected at the post office. Your mail can be sent to any country but there will be a higher fee if it needs to be sent abroad. This fee must be paid when the mail is picked up.

Further important steps to do:

1. Deregister with the Residents’ Registration Office (Bürgeramt). The relevant form and the lessor confirmation can be obtained from the Goethe Welcome Centre. [www.uni-frankfurt.de/gwc/Departure](http://www.uni-frankfurt.de/gwc/Departure)
2. Cancel your electricity, telephone, insurance policy, fees for public television, association memberships, newspaper, etc.
3. Unregister your children at their day-care center or school
4. Cancel your car registration
5. If you would like to take back goods subjected to customs or tariffs, then contact the customs office for more information on the current customs regulations (Zollbestimmungen). [http://www.zoll.de/EN/Home/home_node.html](http://www.zoll.de/EN/Home/home_node.html)
6. Complete your tax return due on the 31st of May for the previous calendar year if you had a working contract in Germany.

We hope you have had a pleasant time at the Goethe University and are looking forward to seeing you again!

(last update 11.08.2016)