



## **Have a safe trip home and keep us in good memory!**

### **Checklist: Before your departure**

#### **1. Give notice of departure at the Citizens' Registration Office ("Bürgeramt")**

- If you move to another city in Germany, you only have to register at your new place of residence.
- If you leave Germany to return to your home-country, you have to go to the Citizens' Registration Office in Würzburg (or the local municipality in the village or city you live in) to give notice of departure and submit the required documents.
- [Here you can find more information and download all necessary forms.](#)

#### **2. Terminate your rental contract**

- In case of an open-ended lease contract the cancellation period is normally three months if no other conditions are stated in the contract or in an additional document. In case you want to move out earlier, some landlords may give you the opportunity if they can find suitable new tenants in due time. When you move out, the landlord usually inspects the flat and refunds your security deposit in full after any potential repair or renovation costs have been deducted.
- You may also want to let the Welcome Center know about the termination of your stay in Germany: Other international researchers who are new in Würzburg might be happy to get in touch with you and interested in renting your flat or buying necessary furniture or other things from you that you do not want to take home.

### 3. Cancel your subscriptions, for instance, for your...

- Mobile phone, telephone and internet connection
  - The standard duration of an internet contract is normally 24 months if you are not living in a guesthouse (where internet connection is normally included in the general service charges) or did not adopt an already existing contract of a previous tenant if you rented an apartment. Please consult your provider for assistance.
  - The cancellation period of mobile phone contracts depends on the provider. If you did not use a prepaid card but signed a contract with a mobile phone provider, you have to read the contract carefully and find out the cancellation periods early on since contracts are renewed automatically if you do not cancel them on time.
- Job ticket ("Mobil-Firmen-Abo")
  - The job ticket can be terminated until the **31<sup>st</sup> of July** each year. The cancellation has to be made in written form. If you do not meet this deadline, your job ticket is renewed automatically for another 12 months.
  - [Information on addresses and contacts](#)
- Newspapers
- Additional insurances

### 4. Close your bank account

### 5. Become a member of the alumni network

- If you have not already registered, we would be happy to stay in touch with you via our alumni network. The network currently comprises more than 16 000 members from all over the world who attended our university as students, guest researchers or employees and professors.
- [Registration form](#)

**Disclaimer:**

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