



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
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
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!

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