

### CHECK LIST- To do BEFORE departing Chemnitz

The following list contains the most important steps before your departure from Chemnitz. We recommend following the given order since the individual steps are consecutive. If you have any questions, please contact the Student Buddy Team, the International Office staff members or your buddy.

When?	What? and Where?	Ok
<b>3-4 months</b> before departure	Students with an open-end lease-contract: <b>Cancel your lease contract</b> at the Studentenwerk/your landlord. -> return of deposit (give notice according to your contract, usually 3 months in advance)	<input type="checkbox"/>
<b>6 weeks before</b> departure	(Erasmus) students with a fixed-term lease-contract: <b>Cancel your lease contract</b> at the Studentenwerk/your landlord.	<input type="checkbox"/>
<b>2-3 weeks</b> <b>before</b> departure	<b>Deregister at the Student Service</b> („Exmatrikulation“): <ul style="list-style-type: none"> <li>• Download the form here: <a href="https://mytuc.org/yqxb">mytuc.org/yqxb</a> (only in German)</li> <li>• Fill out the form: Choose “sonstige Gründe” as the reason</li> <li>• Choose your desired date of exmatrikulation in the section “3. Gewünschter Zeitraum” – you can choose any date by filling in the date after “zum”</li> <li>• Deregister from library, university computer centre (URZ), Studentenwerk (return books, get money back etc.).</li> <li>• Submit form to Student Service. -&gt; Confirmation of Deregistration will be sent to German address only.</li> </ul>	<input type="checkbox"/>
<b>1 week before</b> departure	Give notice of departure to your German bank and <b>cancel your bank account</b>	<input type="checkbox"/>
<b>last day</b> before departure	Students who have a German health insurance: <b>cancel your health insurance</b> in person at the office of your insurance company. You will need your passport/ID.	<input type="checkbox"/>
<b>a few days</b> before departure	Please deregister at the <b>Residents’ Registration Office</b> . You can do this without prior appointment during their official office hours ( <a href="https://www.chemnitz.de/chemnitz/de/rathaus/aemterservice/sprechzeiten/index.html">https://www.chemnitz.de/chemnitz/de/rathaus/aemterservice/sprechzeiten/index.html</a> )  Appointments can also be made online: <a href="https://www-19.stadt-chemnitz.de/">https://www-19.stadt-chemnitz.de/</a> <ul style="list-style-type: none"> <li>• You will need your ID.</li> </ul>	<input type="checkbox"/>
<u>FOR ERAMUS / EXCHANGE STUDENTS ONLY</u>  keep your <b>home</b> <b>university’s</b> deadlines in mind!	<b>For Erasmus Students:</b> <ul style="list-style-type: none"> <li>• Get the <b>Erasmus Letter of Confirmation</b> from the International Office. (You will have to provide your Confirmation of Deregistration from the Student Service.)</li> <li>• <b>Get your Transcript of Records</b> via email from the Central Examination Office (zpa7@verwaltung.tu-chemnitz.de)</li> </ul> <b>Non-Erasmus Students</b> <ul style="list-style-type: none"> <li>• <b>Get your Transcript of Records</b> via email from the Central Examination Office (zpa8@verwaltung.tu-chemnitz.de)</li> </ul>	<input type="checkbox"/>
<b>until the day</b> of departure (or earlier)	<b>Deregister from Rundfunkservice:</b> <a href="https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html">https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html</a> (only in German) <ul style="list-style-type: none"> <li>• Fill out the form: Choose „weil ich dauerhaft ins Ausland ziehe“.</li> </ul>	<input type="checkbox"/>
<b>until the day</b> of departure	Please <b>unsubscribe</b> from the Patenprogramm-Mailinglist and other mailingslist you joined at TUC. <a href="https://mailman.tu-chemnitz.de/mailman/listinfo/patenkinder">https://mailman.tu-chemnitz.de/mailman/listinfo/patenkinder</a> (only in German)	<input type="checkbox"/>
<b>until the day</b> of departure	Please <b>return</b> all the borrowed items from the <b>material office</b> . (neatly and clean ☺)	<input type="checkbox"/>