Leaving Checklist

It's sad to see you go, but we are happy you chose to study at Reutlingen University. We have prepared this checklist to help you keep track of all the tasks that need to be completed before you return home or continue on to your next destination. Click on each title to find out more about the task. **Make sure you read through all the information for each task to find out EXACTLY what you need to do.** If you have any questions or concerns please stop by or email the RIO; we are always happy to help!

- **De-register with the city**
  This must be done a week before you plan to leave Germany. If you are simply moving to another city, you do not have to de-register but you should fill out the "Umzug" form instead.

- **Cancel your contracts**
  One of the most important contracts to cancel is your rental agreement. Make sure know the cancellation policy so you do not miss the deadline. Additionally, if you signed up for a gym membership, health insurance, internet services, etc. you must also cancel these accounts/contracts before you leave Germany. Make sure you inform yourself about the cancellation policy for each of your contracts as they may all be different.

- **Move out of your room/hand over your keys**
  If you live in one of the student dorms, you must make an appointment with your building manager (Hausmeister) to move out. You must make an appointment with the building manager at least 2 week in advance. **Appointments can only be made during the week.** If you have private accommodation, you should speak with your landlord (Vermieter) about the moving out process.

- **Get a copy of your transcript of records (if applicable)**
  Generally, students are not given their transcripts before leaving Reutlingen. However, if you urgently need a copy of your transcripts the RIO may provide you with one if final grades have already been submitted and you can provide good reason for needing a copy.

- **Keep in touch with Reutlingen University**
  Stay in touch with us and everything happening at Reutlingen University by following us on [Facebook](https://www.facebook.com), [Instagram](https://www.instagram.com), or by joining one of our [alumni associations](https://www.alumniassociations.com). We hope you come back soon! Maybe to complete your master’s degree...?