

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
3-4 months before departure	Students with an open-end lease-contract: Cancel your lease contract at the Studentenwerk/your landlord. -> return of deposit (give notice according to your contract, usually 3 months in advance)	☐
6 weeks before departure	(Erasmus) students with a fixed-term lease-contract: Cancel your lease contract at the Studentenwerk/your landlord.	☐
2-3 weeks before departure	Deregister at the Student Service („Exmatrikulation“): - Download the form here: mytuc.org/yqxb (only in German) - Fill out the form: Choose “sonstige Gründe” as the reason - Choose your desired date of exmatriculation in the section “3. Gewünschter Zeitraum” – you can choose any date by filling in the date after “zum” - Deregister from library, university computer centre (URZ), Studentenwerk (return books, get money back etc.). - Submit form to Student Service. -> Confirmation of Deregistration will be sent to German address only.	☐
1 week before departure	Give notice of departure to your German bank and cancel your bank account (if applicable)	☐
last day before departure	Students who have a German health insurance: cancel your health insurance in person at the office of your insurance company. You will need your passport/ID.	☐
a few days before departure	Please deregister at the Residents’ Registration Office . You can do this without prior appointment during their official office hours (https://www.chemnitz.de/chemnitz/de/rathaus/aemterservice/sprechzeiten/index.html) Appointments can also be made online: https://www-19.stadt-chemnitz.de/ You will need your ID.	☐
<u>FOR ERASMUS / EXCHANGE STUDENTS ONLY</u> keep your home university’s deadlines in mind!	For Erasmus Students: - Get the Erasmus Letter of Confirmation – can be done by email (You will have to provide your Exmatriculation Confirmation from the Student Service or proof of departure date.) Get your Transcript of Records via email from the Central Examination Office (zpa8@verwaltung.tu-chemnitz.de) – you can also receive your ToR via email after you have deregistered from the university Non-Erasmus Students Get your Transcript of Records via email from the Central Examination Office (zpa8@verwaltung.tu-chemnitz.de) – you can also receive your ToR via email after you have deregistered from the university	☐
until the day of departure (or earlier)	Deregister from Rundfunkservice: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html (only in German) Fill out the form: Choose „weil ich dauerhaft ins Ausland ziehe“.	☐
until the day of departure	Please unsubscribe from the Patenprogramm mailing list and other mailing lists you joined at TUC. https://mailman.tu-chemnitz.de/mailman/listinfo/patenkinder (only in German)	☐
until the day of departure	Please return all the borrowed items from the material office . (neatly and clean 😊)	☐