

Checklist “Offboarding / End of Stay”

	Topic	To Do	Who
<input type="checkbox"/>	Apartment / room	Cancel rental contract (cancellation period usually 3 months!), speak to landlord about repairs/painting you need to do, maybe find a new tenant, sell furniture, arrange for an appointment for the final “Wohnungsabnahme” including a protocol, finally receive refund of deposit	
<input type="checkbox"/>	Energy supplier Water supplier	Cancel contract, check about open costs, read the meters	
<input type="checkbox"/>	Radio & TV licence fee	Deregister, www.rundfunkbeitrag.de , select „Wohnung abmelden“	
<input type="checkbox"/>	Phone / internet	Cancel your contracts	
<input type="checkbox"/>	Post	Forward incoming post to your new address: https://www.deutschepost.de/de/n/nachsendeservice.html	
<input type="checkbox"/>	Bank account	Inform your bank - close account or keep for some time (think of final salary, deposit, tax refund...). Take care of credit card & savings	
<input type="checkbox"/>	Health insurance	Deregister or clarify new insurance situation	
<input type="checkbox"/>	Other insurances	Cancel contracts (e. g. home insurance, third-party liability, bike insurance, travel insurance, supplementary dental insurance etc.)	
<input type="checkbox"/>	German pension insurance	Report your new address and keep it up to date throughout: Deutsche Rentenversicherung ; Find your Pension . Under certain circumstances you may have your contributions refunded	
<input type="checkbox"/>	Public transport, Jobticket, Bahn Card	Cancel membership / subscription	
<input type="checkbox"/>	Memberships	Cancel (e. g. sports club, language courses, any other club)	
<input type="checkbox"/>	Child benefit, KiTa, school, Elterngeld	Report your move / new situation to the respective offices / have benefits stopped: Familienkasse, Kindergarden, school, Elterngeldstelle	
<input type="checkbox"/>	Driver’s licence	In case you converted your national licence into a German one: check if you can get your old license back	
<input type="checkbox"/>	Deregistration from Germany	If you leave Germany: deregister. Fill out deregistration form and send it to your Bürgeramt / Meldebehörde. Ask for a confirmation of deregistration as you may need it for other steps. Make sure you deregister at the right time (check with your IO contact)! If you move within Germany: register at your new place of residence	
<input type="checkbox"/>	Human Resources	Any open issues? Check your VBL status / poss. transfer contributions; check and take unused holidays; leave your new address with them	
<input type="checkbox"/>	Office	Clean up your office, remove personal items and furniture	
<input type="checkbox"/>	Travel department	Submit open travel expense claims; cancel open business trips	
<input type="checkbox"/>	IT	Return all electronic devices; store your data; discuss what to do with your email / computing account: close or keep for some time?	
<input type="checkbox"/>	Books / library	Give back all books that do not belong to you	
<input type="checkbox"/>	Laboratory	Return all lab devices; store data	
<input type="checkbox"/>	Research results	Store them properly, respect data protection policy	
<input type="checkbox"/>	Key / badge	Return to reception / building services	
<input type="checkbox"/>	Alumni	If there is an Alumni network, please contact the organizer	