CHECKLIST FOR INTERNATIONAL RESEARCHERS

Before you leave Kiel

Cancellation of Your Rental Agreement and Related Contracts

Please give notice for your accommodation in due time. Please be aware that the legal notice period in Germany is three months.

Besides your rental agreement, you should also give enough notice for related issues such electricity, telephone, internet, television and radio license fees etc.

Other Contracts

During your stay in Kiel, you probably have signed various other contracts that now have to be cancelled. Please take into consideration the respective terms of notice.

Before you leave Kiel, make sure to take care of a few formalities and to cancel your contracts on time:

- Un-register with the Citizens' Service Center (Einwohnermeldeamt)
- Close your bank account
- Inform your health insurance
- Cancel your rental contract for housing (three months ahead)
- Return your housing key (make a note of when this was done, including any damages)
- Cancel your insurance policies (e.g. liability insurance, accident insurance)
- Cancel your mobile phone contract
- Cancel your telephone/internet service
- Cancel your contract for electricity
- Return your university key(s)
- Un-register for the broadcasting fee
- Settle your taxes
- Take care of your pension insurance

It would also be a good idea to have the Deutsche Post forward your mail to your home country address using the Nachsendeservice.

Entitlement to Pension

If you have been drawing a salary from the university and have paid social security contributions, we advise you to arrange an appointment with the local branch of “Deutsche Rentenversicherung” to discuss your pension entitlements. The Welcome Center can assist you making an appointment.

Mail forwarding (“Nachsendeauftrag”)

Consider setting up a change of address order at your local post office so that your mail will be redirected to your new address. This can be done online. There is a fee for this service.

Tax Declaration
If you have been employed at the university, it may be advisable to consult a tax accountant about completing your tax declaration.

**Un-register your Residence**

Before your departure from Kiel, please un-register your residence at the Residence Registration Office (*Einwohnermeldeamt*).

**Bank Account**

Close your German bank account. We advise you to do this only shortly before you are leaving the country, so you can still do necessary bank business right up until the end of your stay.

**Alumni Network**

Would you like to stay in touch with Kiel University? Then register with our [Alumni Network](#).