

July 2024



**TU DARMSTADT**

# WHAT DO I HAVE TO DO BEFORE LEAVING DARMSTADT?



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT



TU DARMSTADT  
INTERNATIONAL  
STUDENT SERVICES

INTERNATIONAL  
STUDENT SERVICES

TECHNICAL UNIVERSITY  
OF DARMSTADT

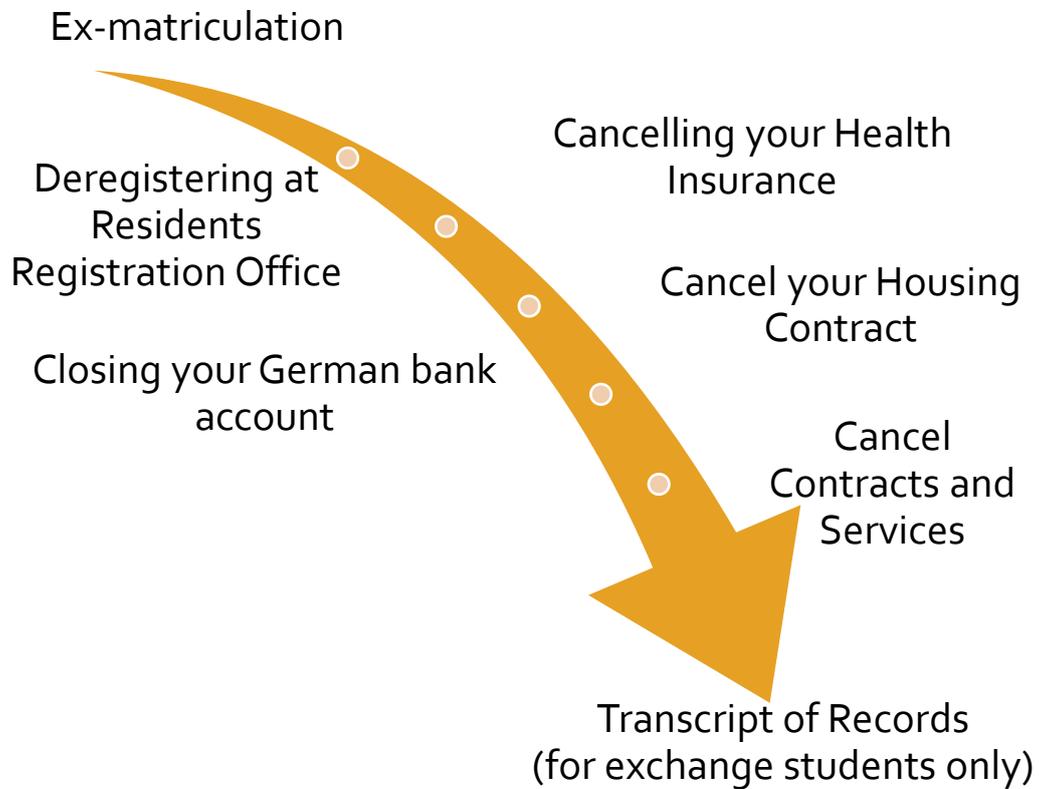
DIRECTORATE - VIII  
INTERNATIONAL  
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UNIT VIII E  
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We hope that you had a wonderful time in Darmstadt and wish you all the best for your future!

# LEAVING DARMSTADT



## EXMATRICULATING FROM TU DARMSTADT

- For exchange students: You can ex-matriculate one day after your last exam at the earliest. You can do this through [TUCaN](#).
- For all other international students: please refer to the [website](#).
- **Please note:**
  - **Double degree students:** You must remain enrolled at TU Darmstadt even if you plan to complete your 2nd year or final thesis at another university.

## CANCELLING YOUR HEALTH INSURANCE

- If you want to leave Germany permanently, get in touch with your health insurance provider to inquire about the cancellation process.
- **Example Cancellation TK Health Insurance:** regardless of your exmatriculation date, [fill out the cancellation form](#) and submit it either per email to [students.darmstadt@tk.de](mailto:students.darmstadt@tk.de) or at the TK office (Rheinstr.95, Darmstadt) about **four weeks before your departure**.
- Please enter your specific departure date. Make sure that the payment for the last month has been paid. TK typically collects the contributions on the 15th of the following month or debits outstanding payments directly after receiving your cancellation notice.

Contact: [Students.darmstadt@tk.de](mailto:Students.darmstadt@tk.de)

## DEREGISTERING YOUR GERMAN ADDRESS

- If you are leaving Germany permanently, fill out and sign [the city deregistration form](#) and send it together with a **copy of your passport and/or residence permit** either via e-mail to [meldeamt@darmstadt.de](mailto:meldeamt@darmstadt.de), or per post. Please find further information on the [registration office website](#) [German only]
  - If you are moving to another city within Germany, a deregistration is not necessary. Once you register your new address, the Registration Office will contact Darmstadt to have your paperwork sent to them directly.

## MOVING OUT OF STUDENT HOUSING

Contact and make an appointment with your Accommodation Service in your dormitory to have your room checked and to hand in your keys on the day you are leaving. Inquire about the steps necessary to get back your security deposit.

**Please note:**

- Whether you are moving out of a student dormitory or from a private flat, please check your contract well in advance for **cancellation deadlines**.

## CLOSING YOUR GERMAN BANK ACCOUNT

- Please check whether you will need your bank account to stay open even after leaving the country (i.e., to receive your security deposit from student housing).
- Non-EU students with a blocked account – please check with your bank providers what the next steps are for closing your account.

## OTHER CONTRACTS & SERVICES

If you have signed any other contracts, such as mobile phone contracts, during your stay in Germany, please don't forget to cancel them before leaving. Failing to cancel these contracts could lead to ongoing charges and potential complications if you plan to re-enter Germany in the future.

### Broadcasting Fee:

- 1) **If you are paying the fee for yourself or for your shared household:** you can fill out the cancellation form on the website [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de) by indicating your official departure date to ensure you only pay for the duration of your stay in Germany. Here you can find a [translation aid on how to fill out the German cancellation form](#).

If you live in a shared flat, one of your roommates will need to take over the payment for the household with a new account number.

- 2) **If someone in your shared flat is paying this fee for the household:** if you have communicated this to the public broadcasting service after your city registration, no further action is required on your part. Nevertheless, please note down the number of the person that pays for the household for future reference.

## RECEIVE YOUR TU DARMSTADT TRANSCRIPT OF RECORDS

### Exchange students only:

TU Darmstadt requires your approval to send the Transcript of Records to you, and if desired, to a contact person at your home university as well. Please complete the [Transcript Release Form](#) and submit it to [your departmental coordinator](#). The department will then send the Transcript of Records to you, and if applicable, to your home university.

- It would be helpful if you could provide the departmental coordinator with additional information, such as the specific courses that should be included in the Transcript (e.g., courses taken at other departments, language courses, etc.), or any other specific requirements that your home university may have.

### ATTACHMENTS

- [City of Darmstadt deregistration form](#) (only available in German)
- [Techniker Krankenkasse cancellation form](#)
- [Transcript release form](#)