



TECHNISCHE  
UNIVERSITÄT  
DARMSTADT



**TU Darmstadt**  
International  
Student Service

# TU Darmstadt

## What do I have to do before leaving Darmstadt?

### Checklist: Leaving Darmstadt

International Student Services  
Referat VIII B – Willkommen und Wohnen  
Dezernat VIII – Internationales

# What do I have to do before leaving Darmstadt



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DARMSTADT

## Checklist: Leaving Darmstadt

- De-registering at TU Darmstadt
  
- Cancelling your Health Insurance
  
- De-registering at City Hall
  
- Moving out of student housing
  
- Closing your German bank account
  
- Mobile Contract



## Leaving Darmstadt

### □ De-registering at TU Darmstadt

- Fill out the attached *Exmatrikulationsantrag* to terminate your status as a student at TU Darmstadt. Either state the **exact date you wish to de-register** or fill in the **official end of the semester**.
- Submit the form to the *Studierendenservice* (Counter 2, Karo 5), whenever you wish to de-register.
- Once you receive the confirmation via mail, make 2 copies:
  - Submit one copy to the office of International Relations of TU Darmstadt,
  - Submit one copy to your health insurance company (can also usually be scanned and sent per email),
- **Keep the original certification** - You will need it if you ever want to apply at a German University again.

### Please note:

- If you are still taking exams or if you are taking exams under the supervision of your home institution when you are back in your home country, **you have to stay enrolled at TU Darmstadt**.
- You cannot cancel your health insurance before you de-register. *TK* suggests writing the same date for de-registration as your departure date.
- Your Semester ticket will expire directly afterwards.

## ❑ Cancelling your Health Insurance (TK)

- Submit the attached *Techniker Krankenkasse* cancellation form (per post or per email) and a copy of the university de-registration confirmation to TK at least **4 weeks before your departure**.
- Please make sure to pay the last month of your stay in advance. TK normally debits your bank account every 15<sup>th</sup> of the month for last month payments.
- In case you need help, please contact Ms. Memminger:

### **Techniker Krankenkasse (German Health Insurance)**

Frau Catharina Memminger

Rheinstraße 95, 64295 Darmstadt

Mobil.: 0151-14 53 49 65

E-Mail: [catharina.memminger@tk.de](mailto:catharina.memminger@tk.de)

- If you are insured at another company, please inform yourself about their policies.

## ❑ De-registering at City Hall

- Fill out the attached *Abmeldung* form and submit it to the *Einwohnermeldeamt* (Grafenstraße 30, 64283 Darmstadt).
- Same process as when you registered. Take a ticket and wait for your number to be called on the screen or make an appointment on their website.
- **Make sure to bring your Passport and/or Residence Permit** together with the filled out form.
- After you de-register, check the website [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de) and follow: *Alle Formulare -> Wohnung abmelden -> Ich möchte eine Wohnung abmelden, weil ich dauerhaft ins Ausland ziehe*. Step 4. Upload a scan of your de-registration form. You will then be free of any GEZ troubles!

### **Please note:**

- If you are going to move to another city within Germany you will not need to de-register at the City Hall but to register as soon as you moved at the new cities registration point. They will handle your de-registration in Darmstadt on their own.

## ❑ Moving out of student housing

- Make an appointment with your on-site service to have your room checked and to hand in your keys on the day you are leaving.
- Fill out a form with your bank account details to get back your security deposit:
  - *Studierendenwerk*: You can also write down your home bank account but there may be a 30-50€ bank transfer fee and/or currency exchanges,
  - The security deposit will be transferred to your bank account within 6 months after moving out.

### Please note:

- If you found a flat on the private housing market or applied directly with one of the dormitory operators, please check your contract for cancellation deadlines.

## ❑ Closing your German bank account

- Please make sure whether or not you will need your bank account to stay open even after leaving the country (e.g. to receive your security deposit from student housing).
- Non-EU Students with a blocked account – You will have to show proof of leaving by handing in your de-registration papers from the city hall.
  - **Sparkasse**: Make an appointment at the Foreigners Office and apply for a confirmation to close the blocked account (*Freistellungsschein/Sperrfreigabe*). Bring it with you to *Sparkasse* in order to close the account. You will then receive the rest of the money from that account in cash. Once you receive the deposit from housing via your *Sparkasse* regular account, you can transfer it to another account (ex. home bank account). You can then close the *Sparkasse* regular bank account via online-banking.
  - **Deutsche Bank**: Make an appointment at the Foreigners Office and apply for a confirmation to close the blocked account (*Freistellungsschein/Sperrfreigabe*). **Keep that document** after leaving the country! After you received the deposit from student housing, check the website of *Deutsche Bank* and follow: Konto und Karte -> International Students -> Forms -> closing a blocked account. Fill out the form and send both documents via mail to the main branch of *Deutsche Bank*.

## ❑ Mobile Contract

- Make sure to cancel your contract before leaving. They will send you post per mail to pay your monthly fee if you don't. You could run into problems if you ever want to re-enter Germany and still have charges running
- Those with a pre-paid SIM card do not have to do anything. It will automatically expire at the end of the month.

## ❑ Attachments:

- De-registering Guide
- City of Darmstadt de-registration form (only available in German)
- TU Darmstadt exmatriculation form (only available in German)
- *Techniker Krankenkasse* cancelation form