



TECHNISCHE
UNIVERSITÄT
DARMSTADT



TU Darmstadt
International
Student Services

TU Darmstadt

What do I have to do before leaving Darmstadt?

English Checklist: Leaving Darmstadt

This version was adjusted to the current CoVid-19 situation.

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

Checklist: Leaving Darmstadt



TECHNISCHE
UNIVERSITÄT
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

- Receiving TU Darmstadt Transcript

Checklist: Leaving Darmstadt



TECHNISCHE
UNIVERSITÄT
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 (SoSe -> September 30th/WiSe -> March 31st)**.
- Submit the form to the *Studierendenservice*, whenever you wish to de-register. Scan and email this form to studsek@zv.tu-darmstadt.de
- Once you receive the confirmation via mail, please submit a copy to your health insurance company via post or 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** in order for your final grades to transfer. Please follow the **De-registering at TU Darmstadt** procedures only after you have completed your exams.
- **Double Degree Students:** You will have to stay enrolled at TU Darmstadt even if you are planning to complete your 2nd year or final thesis at another university.
- 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 Only)

- 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 15th of the month for last month payments.
- In case you need help, please contact Ms. Memminger:

Techniker Krankenkasse (German Health Insurance)

Frau Catharina Memminger

Mobil.: 0151-14 53 49 65

E-Mail: 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 send it via Email (meldeamt@darmstadt.de), Fax (06151 13-3006) or post to the *Einwohnermeldeamt*.

You can find the form attached to the email that was sent with this checklist.

- **Make sure to attach a Copy of your Passport and/or Residence Permit** together with the filled out form.
- After you de-register, check the website 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 won't need to de-register at the City Hall. Once you register at your new place of residence, the city hall will contact Darmstadt to have your paperwork sent to them directly.

□ 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,
 - HEAG & ESG: The deposit **HAS** to be transferred to a German bank account. Please see in the next section below “closing your German bank account → Non-EU students”.
- 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.
 - Arrange an appointment at the Foreigners Office and apply for a confirmation to close the blocked account (*Freistellungs-schein/Sperrfreigabe*).
(Please note, the Foreigners Office is open for appointments only. If you have not yet arranged an appointment with them directly, you will not be allowed to enter the building.)

The current health protection measures must be strictly followed. You can find more information about the appointments and applicable protective measures via this [link](#).

- **Sparkasse**: Bring the *Freistellungs-schein/Sperrfreigabe* 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:** Keep the *Freistellungs-schein/Sperrfreigabe 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.

□ Receive your TU Darmstadt Transcript

- **Europe: Erasmus, Exchange and European Double Degree students:**
 - Please contact the *Studienbüro* in your host department and inform them that you are leaving TU Darmstadt since your exchange stay has come to an end. Inform them to send your transcript of records to the relevant office at your home university by providing the address and coordinator's name.
- **Overseas Exchange Students only:**
 - Please fill out the *Transcript Release Form* and submit it to your coordinator at the office of International Relations and Mobility.
 -

□ Attachments:

- City of Darmstadt de-registration form (only available in German)
- TU Darmstadt exmatriculation form (only available in German)
- *Techniker Krankenkasse* cancellation form
- Transcript release form (Overseas students only; **not** for Erasmus students)



- The attachments can also be found via the given QR-Code and on our website under **Leaving Darmstadt:** <https://t1p.de/66he>