

Checklist: End of Studies- Returning Home

Concluding your studies in Berlin and returning to your home country to begin your next step in life involves planning and preparation. You can find further detailed information about these tasks on our website.

Academic Affairs

- Upon completion of your studies, you must deregister from your university. Note: once you deregister, your residence permit as a student is no longer valid!
- Return any books or media to the library and take care of any unpaid university or library fees.
- Acquire all course and examination certificates as well as copies of your academic transcripts or diplomas and any necessary translations of these documents.
- Collect references and contact information from any relevant professors, internship supervisors, etc. for future use.

Finding Employment in your Home Country

- Check-in with the career service at your university to find out what services they provide to international students.
- Inform yourself about the services provided by the Federal Employment Agency's Central Placement Office (ZAV) of the Federal Employment Agency (www.arbeitsagentur.de), including their overseas job placement service and reintegration program, which offers special subsidies to students from developing countries.
- Take advantage of the workshops, counselling, and cross-border job placement services offered by AGEF (www.agef.net).
- If you are an EU/EAA citizen, the European Employment Service (EURES) (<http://ec.europa.eu/eures/home.jsp?lang=de>) provides useful job placement services in all EU and EEA countries.

Leaving Berlin

- Make travel arrangements to your home country.
- Most lease contracts must be cancelled two to three months in advance. Review your contract and notify your landlord. You may be responsible for making renovations to the room or apartment before you move out.

- If you have an electricity account for your current residence, make arrangements with the electric company to have your service discontinued. You may need to leave your address in your home country with the company in order for them to send you your final bill. It's a good idea to make a note of your final meter reading before you depart.
- If you have a landline telephone, make arrangements with your service provider to have your telephone connection cancelled. Unless you have a combined Telephone-Internet service package, most telephone service providers have a cancellation period of 6 to 10 working days. You may need to leave your address in your home country with the company in order for them to send you your final bill.
- If you have a mobile phone with a contract, contact your phone provider for cancellation information. In most cases, contracts are valid for 24 months and, if at all permitted, cancellation must be done 6 months in advance. Many contracts are also automatically renewed.
- If you are paying radio and/or television license fees, contact the GEZ at any time to have your contract cancelled at the end of the month.
- Please contact your bank to find out the correct procedure to cancel your account. You may need to do this in person, so be sure not to wait until the last minute.
- Cancel your health insurance, as well as any other insurance coverage you have in Berlin, with your public or private insurance provider in Germany.
- If you have worked in Germany and paid into the German pension insurance fund, find out if you are eligible to have these contributions paid back to you, and obtain the necessary forms. This does not apply to students from another European Community country or from any other country that has a social security agreement with Germany.
- Fill out a forwarding request form at the Post Office (Nachsendeantrag) to make sure that your mail is sent to your new address.
- You must deregister at the Registration Office (Meldestelle or Bürgeramt).
- Make sure that your luggage does not weigh too much before you go to the airport! Depending on the number of things you are bringing back with you, you may want to ship certain non-valuable items home via surface mail.