from 01.11.2022



# The Last Steps in Germany...





Leaving the Otto-von-Guericke-University!











# This is what you have to do...





The cancellation period is given in the rental contract.

**Cancelling Contracts** 

You might need to cancel further contracts that you have made while staying in Germany, e.g. Electricity Supplier, Telephone, Mobile, Internet, Bahncard, Gym, Broadcast fee: https://www.rundfunkbeitrag.de/buergerinnen und buerger/



index ger.html

formulare/abmelden/

If you had a job in Germany and you had to pay for pension and social insurance, your contributions can get refunded — in case there is no social security agreement between Germany and your home country. For more information go to: www.deutscherentenversicherung.de/

SharedDocs/Formulare/DE/ Formularpakete/01 versicherte/01 vor der rente/ DRV Paket Versicherung E rstattung von Beitr%C3%

 Bank account Close your bank account and leave bank details of another bank account, so open transfers can be forwarded.

A4gen.html

- ◆ Certificates and Transcripts Ask your examination office for your Certificates and Transcripts of Record.

  If you're leaving before you have gotten these: leave a stamped envelope or a power of attorney.
- University-Library
   Return all loaned items and close your account at the help desk of the library.
- De-registration from University

"Exmatrikulation": Fill out the deregistration form and get it signed by the respective offices.

<u>Beware</u>: Your visa expires with your de-registration. Make sure your deregistration date is the same date as your departure from Germany.

# Citizens' Office (Bürgerbüro)

Deregister at the Citizens' Office ca. one week before leaving Germany. You need to show your Passport/ID and your apartment donor certificate "Wohnungsgeberbescheinigung". If you are unable to get an appointment please send the necessary form & a copy of your passport to:

auskunft@ewo.magdeburg.de

# ♦ Health Insurance

Before leaving Germany, cancel your insurance contract in time, be aware that there might be cancellation periods. Beware: You need to show your "Exmatrikualtion"- letter, your Deregistration (from the Citizens' Office) and your flight ticket.

## Handing over the keys of your accommodation

Contact your landlord to arrange a date for handing over the flat/room and the keys and make sure you get your deposit back.

# **Your Checklist**

Accommodation

**Cancelling Contracts** 

Pension and Social Insurance

Bank account

Certificates and Transcripts

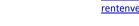
University-Library

De-registration from University

Citizens' Office (Bürgerbüro)

**Health Insurance** 

Handing over the keys of your accommodation



# **Important Office Hours:**

# Citizens Office/Bürgerbüro Mitte:

Mon, Wed  $8 \text{ am} - 1 \text{ pm}^*$ Tue, Thu 8 am - 1 pm

> 2 pm - 5:30 pm 8 am - 12 pm

\*closed every third Wendesday of the month

### Leiterstraße 2a

You can go to any Citizens Office in Magdeburg. Please make an appointment online: <a href="https://www.magdeburg.de/Start/">https://www.magdeburg.de/Start/</a> B%C3%BCrger-Stadt/Verwalltung-Service/B%C3% BCrgerService/index.php?
NavID=37.199&object=tx|37.39060.1&La=1&

### International Office (AAA):

Please book an appointment online. https://termine.ovgu.de/

Mon 10 am - 12 pmTue, Thu 10 am - 12 pm1 pm - 3 pm

### Building 18, Room 149/150

E-Mail:

hiwiakaa.incoming@ovgu.de eva.boehning@ovgu.de anne-katrin.gueldenpfennig@ovgu.de

### **Campus Service Center (CSC):**

Mo-Do 10 am – 12 pm 1 pm – 3 pm

Fr\* 10 am – 12 pm

### Building 18, Room 153

\*also before public holidays

Telephone: +49 391 67-50000 E-Mail: <u>servicecenter@ovgu.de</u>