

CHECKLIST: BEFORE DEPARTURE

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|--------|---|--------------------------|
| Step 1 | <p>Three months before departure</p> <p>Check when you can/ have to cancel your rental agreement</p> <p>assisted by: DDc Welcome Center at TU Dresden
provides templates for cancelation letters</p> | <input type="checkbox"/> |
| Step 2 | <p>Three months before departure</p> <p>Cancel electricity, water, gas, TV, internet, phone contracts</p> <p>assisted by: DDc Welcome Center at TU Dresden
provides templates for cancelation letters</p> | <input type="checkbox"/> |
| Step 3 | <p>Three months before departure</p> <p>Cancel insurances and all other contracts</p> <p>assisted by: DDc Welcome Center at TU Dresden</p> | <input type="checkbox"/> |
| Step 4 | <p>Three months before departure</p> <p>Deregister your children at their day-care and school</p> | <input type="checkbox"/> |
| Step 5 | <p>Two weeks before departure</p> <p>Deregister your car</p> | <input type="checkbox"/> |
| Step 6 | <p>Two weeks before departure</p> <p>Apply for redirection of your mail at the post office</p> | <input type="checkbox"/> |
| Step 7 | <p>If applicable</p> <p>Complete your tax declaration due on the 31st of July for the previous year</p> | <input type="checkbox"/> |
| Step 8 | <p>One week before departure</p> <p>Close down your bank account</p> | <input type="checkbox"/> |
| Step 9 | <p>One week before departure</p> <p>Join the alumni network of your university/ institution</p> | <input type="checkbox"/> |

CHECKLIST: BEFORE DEPARTURE

Step 10

One week before departure

Give notice of departure at the Resident's Registration Office ("Bürgerbüro")

Step 11

One week before departure

Cancel the payment of public television fees ("Rundfunkbeitrag")

Don't forget to add the confirmation of city deregistration to the cancellation letter for the "Rundfunkbeitrag".

Step 12

One week before departure

Inform the "Familienkasse" (Kindergeld) that you are leaving Germany

Don't forget to add the confirmation of city deregistration to the cancellation letter for the "Kindergeld".