

Before Departure - Checklist for international Doctoral Candidates

Your doctorate at TUM is nearing its completion and we hope your stay at TUM was successful and you enjoyed your time here in Munich!

We'd like to remind you of a couple of things that need to be taken care of before you leave the university, and possibly Munich or even Germany altogether. In this checklist we have summarized the most important steps and recommend that you have a look at them a few months before your intended departure date. If you have any questions, do not hesitate to contact us!

Contact:


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	Checklist – before leaving TUM
<input type="checkbox"/>	Return keys, cards, transponders, books etc. belonging to your institute and the TUM University Library.
<input type="checkbox"/>	Make sure you get the remaining credit of your PersonalCard/ StudentCard/ GuestCard back at a student union office service point . PersonalCards need to be sent back to the HR department ZA 2 via (internal) mail, GuestCards to the IT department and StudentCards to the TUM Center for Study and Teaching .
<input type="checkbox"/>	Set up a forwarding order for your TUM e-mail account .
<input type="checkbox"/>	Register a private e-mail address in your DocGS account . <i>(not applicable for guest candidates)</i>
<input type="checkbox"/>	Join the TUM alumni network to stay connected.

<input type="checkbox"/>	Decide if you wish to obtain an embossed doctoral certificate . (<i>not applicable for guest candidates</i>)
<input type="checkbox"/>	If you're interested in continuing your scientific career at TUM (at a later stage), have a look at the work of TUM ForTe and TUM Talent Factory .
	Checklist – before leaving Munich/ Germany
<input type="checkbox"/>	<p>Terminate your rental contract in writing as indicated in your rental agreement (usually three months before your departure).</p> <p>Make a preliminary appointment with your landlord to inspect the apartment and clarify whether or not you will be responsible for painting the walls/ carrying out small repairs (check your rental agreement for relevant information). Be sure to leave your apartment clean and empty when you meet your landlord for the final time to hand over the keys (<i>Schlüsselübergabe</i>). Clarify the refund of your deposit (please note that a part of the sum is usually retained until the final utility bill for the year of your departure has been calculated).</p>
<input type="checkbox"/>	Terminate your other contracts in due time, e.g.: utilities/ internet & phone providers/ public transport subscription/ memberships/ insurance contracts (health, liability etc.). However, please note that you will need a valid health insurance until the actual day of your departure from Germany.
<input type="checkbox"/>	Cancel your broadcasting fee (" ARD/ZDF Beitragsservice ") online; you will need the deregistration confirmation to do so (see below).
<input type="checkbox"/>	Close your bank account , inform all relevant authorities including your (former) landlord of your new bank account and pay remaining bills ahead of time.
<input type="checkbox"/>	Make sure to either inform everybody of your new address or to set up a forwarding request (Nachsendeauftrag) at the post office, so that Deutsche Post will forward your mail.
<input type="checkbox"/>	<p>Childcare and school: Deregister your child from kindergarten/ school and notify the TUM Family Service if they were involved in the application process.</p> <p>If applicable, inform the responsible authority regarding child allowance and parental allowance about your departure.</p>
<input type="checkbox"/>	<p>Tax declaration</p> <p>As a scholarship holder, you do not have to file a tax return in Germany since scholarships are tax-exempt.</p> <p>If you signed an employment contract with TUM, find out whether it is beneficial or even mandatory for your particular case to file a tax return. The authorities will be automatically informed about your departure from Germany when you deregister your address.</p>
<input type="checkbox"/>	<p>Deregistration of Address</p> <p>If you are leaving Munich for a different place in Germany, you do not need to officially deregister your residence. If you are moving outside of Germany you must do that and make sure you get a deregistration confirmation. You can register your departure up to 1 week prior, but no later than 2</p>

weeks after moving out. **That step is very important – especially if you wish to return to Germany in the future.**

City of Munich: you can either turn in your deregistration form via ordinary mail (including a photocopy of your passport) or [online](#). You can download the deregistration form from [the Residence Registration Office's website](#).

Outside of Munich (e.g. Freising or Garching): you can deregister at the Bürgerbüro of your community in person, via ordinary mail or online (this depends on the community you live in). Find the address and opening hours of your Bürgerbüro by typing in your postal code in the field “Vor Ort” on the [Bayern Portal website](#).

Pension

As a scholarship holder, you did not contribute to the German social security system and therefore will not receive pension in Germany.

As an employee of TUM, you automatically contributed to the German social security system as well as the additional pension scheme of VBL and are therefore eligible to receive pension.

- The website of the [German Pension Fund](#) (Deutsche Rentenversicherung) provides information on the German pension system in general as well as detailed information on international regulations that might affect your pension entitlements. They also provide personal consultation via phone.

See the brochure „[VBLspezial](#)“ to contact the VBL Service Team about your additional pension provision VBL.

You can find detailed information on the pension landscape in Germany and Europe on the “[Find your Pension](#)”-website. It targets the needs of researchers and provides a pension tracking tool for researchers who worked in several European countries.