

What do I have to do before leaving TU Darmstadt



TECHNISCHE
UNIVERSITÄT
DARMSTADT

Checklist for incoming Exchange Students from EU, Turkey, Russia and South Africa before leaving TU Darmstadt

Please go through the following instructions step by step before leaving Germany after your exchange:

Step 1: Cancel your housing contract in due time before moving out.

If you live in a student residence, you should inform the Studierendenservice to cancel your housing contract in advance. That means you should write an Email or go to Studierendenservice personally to tell them when you will move out.

(That does not include fixed-term tenancy agreements.)

If you live in private rooms, please read your housing contract carefully or conduct as your renter indicates.

Step 2: Collect the grades for your transcript of records at „Studienbüro“ of your faculty.

The transcript you can only get at Studienbüro of your faculty. You can find the location and opening hours of each Studienbüro at this link:

https://www.intern.tu-darmstadt.de/dez_ii/campusmanagement/Studienbueros.en.jsp

Please visit the Studienbüro before your departure and talk with the contact person about your transcript!

- If your grades are already published in TUCaN before you leave, your transcript can be issued at your Studienbüro directly.
- If the grades can only be issued after the end of the semester, please kindly inform your Studienbüro to send your transcript to your home address directly!

Step 3: Cancel matriculation at Studierendensekretariat (Karo 5, Counter 2)

Please fill out the form below and submit it to Counter Studierendenservice at Karo 5 personally during their opening hours: Mon.-Thu. 9:30-13:00 so that you can receive your exmatriculation certificate:

https://www.tu-darmstadt.de/media/dezernat_ii/studierendensekretariat/exmatrikulationsantrag.pdf

Semester End: Mar. 31st for Winter Semester and Sept. 30th for Summer Semester

Step 4: Close your bank account

Go to your bank and make arrangements for your account to be closed shortly before you leave Germany. Please make sure to not have any open banking transaction (such as “Dauerauftrag”) after departure!

Step 5: Cancel registration at Einwohnermeldeamt

As you have registered after your arrival, you should de-register it before your departure at the same office.

- Location: Grafenstraße 30, 64283 Darmstadt
- Office Hours: Mon, Tue, Thu, Fri 7:30-12:30, Wed 8.30-12.30 and 14:00-18:00

Step 6: Cancel your health insurance.

Please send an Email to your health insurance provider to cancel the insurance. You can only cancel your health insurance with both the cancellations of the matriculation (Step 3) and Einwohnermeldeamt (Step 5), because these are evidence that you are not a student at TU Darmstadt anymore.

Step 7: Bring your Confirmation of Stay to be signed.

Your Confirmation of Stay has to be signed by Ms. Torres/Ms. Caspar-Terizakis. Therefore please fill in the document, hand it in to the service counter in Karo 5 and pick the signed document up again during the service hours (Wednesdays 10 – 12 am and 2 – 4 pm and Fridays from 10 –12 am)