

## Checklist 3

### *Before your departure from Germany*

- It is in your hands to receive the transcripts of your stay at TUM! Early before departure you need to make an arrangement with your exchange coordinator (for the TUMexchange program North America contact Mrs. Linda Conrad from the TUM International office) to have all the results you got at the TUM put into one document, the transcript of records, to take it home
  
- Cancel your tenancy right in advance as written in then tenancy agreement
  
- Complete a notice of departure at the Citizens' Bureau
  
- Remember to cancel all agreements/contracts signed in Germany, such as:
  - with the bank
  - with the telephone provider
  - with sports clubs
  - with the health insurance company
  - with your employer
  
- Talk to the new tenant who is moving into your room or flat and discuss where you would like any letters addressed to you to be forwarded, or you may prefer to arrange for the post-office to send your mail to a forwarding address or leave your new address with all relevant authorities/institutions, so they can forward any mail directly to you.
  
- Please put your name down on the KontaktTUM alumni database (see: [http://portal.mytum.de/alumni/index\\_html](http://portal.mytum.de/alumni/index_html)). This interdisciplinary, worldwide alumni network organised by the Technische Universität München gives you the chance to keep in touch with the university and help us to develop an international alumni network.