

July 2023



TU DARMSTADT

WHAT DO I HAVE TO DO BEFORE LEAVING DARMSTADT?



TECHNISCHE
UNIVERSITÄT
DARMSTADT



TU DARMSTADT
INTERNATIONAL
STUDENT SERVICES

INTERNATIONAL
STUDENT SERVICES

TECHNICAL UNIVERSITY
OF DARMSTADT

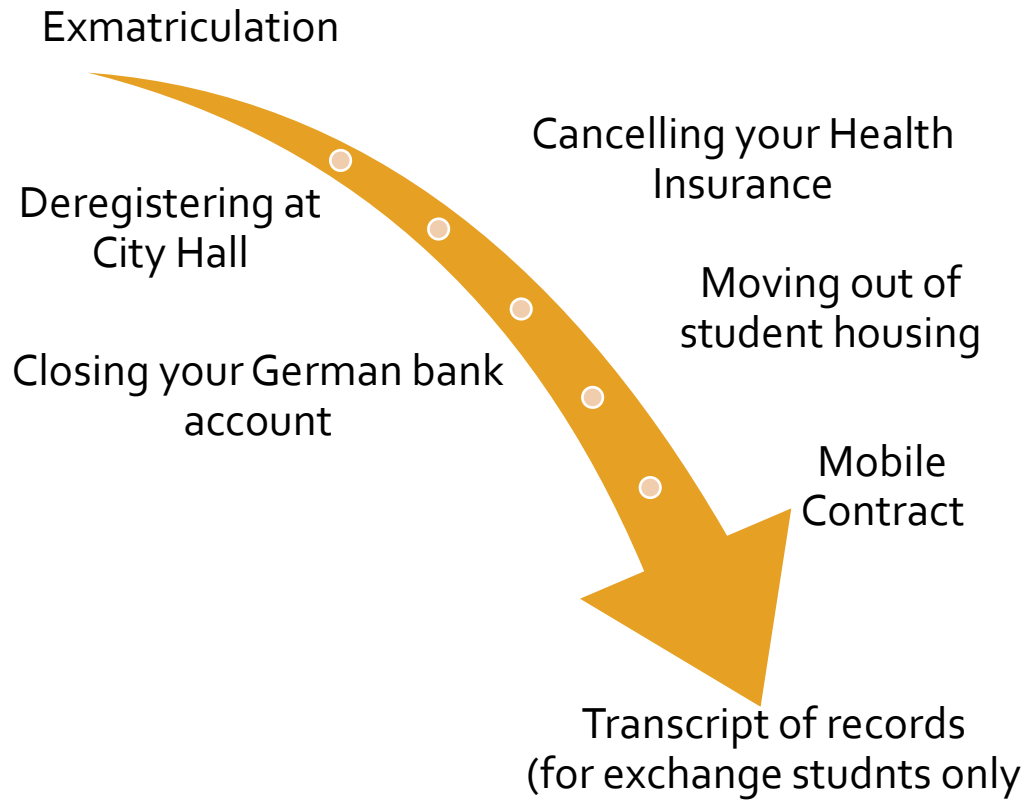
DIRECTORATE - VIII
INTERNATIONAL
AFFAIRS

UNIT VIII E
INTERNATIONAL
STUDENT SERVICES

E-MAIL
ISS@ZV.TU-DARMSTADT.DE

We hope that you had a wonderful time in Darmstadt and wish you all the best for your future!

LEAVING DARMSTADT



DEREGISTERING AT TU DARMSTADT

- After finishing your studies or your exchange semester (after your last exam) you need to exmatriculate. You can do this via TUCaN. [Please note that there are certain deadlines.](#)
- Fill out the deregistration form in TUCaN in the *service > forms section* to terminate your status as a student at TU Darmstadt. Either state the exact date you wish to deregister or fill in the official end of the semester (SoSe -> September 30th/ WiSe -> March 31st)
- After your request has been processed, you will receive proof of your deregistration ("Exmatrikulationsbescheinigung"), available for download on your TUCaN account under *service > my documents*. This can also be provided as proof to pension providers. The confirmation of deregistration will not be mailed to your postal address.
- **Keep the confirmation!** It is an important document, and you will need it if you ever want to apply at a German University again.
- **Please note:**
 - o We strongly recommend applying for deregistration after grades have been awarded at the end of the relevant semester.
 - o **Double Degree Students:** You will have to stay enrolled at TU Darmstadt even if you are planning to complete your 2nd year or final thesis at another university.
 - o You cannot cancel your health insurance before you deregister. TK health Insurance recommends writing the same date for cancellation as your departure date.
 - o Your semester ticket will expire directly afterwards.

CANCELLING YOUR HEALTH INSURANCE

- Don't forget to cancel your health insurance if you want to leave Germany.
- Check with your health insurance company to find out how to cancel your insurance.
- **Example TK Health Insurance:** [Fill out this form](#) and send it to cancel your health insurance with Techniker Krankenkasse about **four weeks before your departure** to students.darmstadt@tk.de or hand it in directly at the TK office (Rheinstr.95, Darmstadt).
- Make sure that the premium for the last month has been paid. TK usually collects the contributions on the 15th of the following month or debits the open contributions directly after receiving your notice.

Contact: Students.darmstadt@tk.de

DEREGISTERING AT CITY HALL

- Fill out and sign [the *Abmeldung* form](#) and send it together with a **copy of your passport and/or residence permit** via e-mail to meldeamt@darmstadt.de, or post to the Einwohnermeldeamt (Stadthaus Luisencenter, Postfach 11 10 61, 64225 Darmstadt)
- Please find further information on the [registration office website](#) [German only]
- **Please note:**
 - After you deregister at the city Hall, don't forget to deregister your apartment at Beitragsservice (GEZ) if you leave the country, check the website www.rundfunkbeitrag.de [German only] and follow:
 - *Wohnung abmelden -> Ich möchte eine Wohnung abmelden, weil ich dauerhaft ins Ausland ziehe.* Step 4. Upload a scan of your city deregistration document if you already have it. After the deregistration of your apartment, you are exempt from paying broadcasting fees.
 - If you are going to move to another city within Germany, you don't need to deregister at the City Hall. Once you register at your new place of residence, the city hall will contact Darmstadt to have your paperwork sent to them directly.

MOVING OUT OF STUDENT HOUSING

- Make an appointment with your Accommodation Service in your residence to have your room checked and to hand in your keys on the day you are leaving.
- Fill out a form with your bank account details to get back your security deposit:
 - **Studierendenwerk:** You can also write down your home bank account but there may be bank transfer fee and/or currency exchanges.
 - **bauverein AG:** The deposit **has** to be transferred to a German bank account. Please see in the next section below "closing your German bank account → Non-EU students".
- The security deposit will be transferred to your bank account within 6 months after moving out.
- **Please note:**
 - If you found a flat on the private housing market or applied directly with one of the dormitory operators, please check your contract in good time for cancellation deadlines.

CLOSING YOUR GERMAN BANK ACCOUNT

- Please make sure whether you will need your bank account to stay open even after leaving the country (e.g., to receive your security deposit from student housing).
- Non-EU Students with a blocked account – You will have to show proof of leaving by handing in your deregistration papers from the city hall.
 - o Arrange an appointment at the Foreigners Office and apply for a confirmation to close the blocked account (Freistellungsschein/Sperrfreigabe).
- Check with your bank on how to close your account.
 - o **Example Sparkasse:** Bring the Freistellungsschein/Sperrfreigabe with you to Sparkasse in order to close the account. You will then receive the rest of the money from that account in cash. Once you receive the deposit from housing via your Sparkasse regular account, you can transfer it to another account (ex. home bank account). You can then close the Sparkasse regular bank account via online banking.

OTHER CONTRACTS

- If you signed any other contracts such as mobile phone contracts during your stay in Germany, please do not forget to cancel them in time before leaving. You could run into problems if you ever want to re-enter Germany and still have charges running.

RECEIVE YOUR TU DARMSTADT TRANSCRIPT OF RECORDS

- TU Darmstadt requires your approval to send the Transcript of Records to you, and if desired, to a contact person at your home university as well. Please complete the [Transcript Release Form](#) and submit it to [your departmental coordinator](#). The department will then send the Transcript of Records to you, and if applicable, to your home university.
- It would be helpful if you could provide the departmental coordinator with additional information, such as the specific courses that should be included in the Transcript (e.g., courses taken at other departments, language courses, etc.), or any other specific requirements that your home university may have.

ATTACHMENTS

- [City of Darmstadt deregistration form](#) (only available in German)
- [Techniker Krankenkasse cancellation form](#)
- [Transcript release form](#)