

Checking-Out

Dear Guest,

We hope you are/were having a pleasant stay at the KIT International Guesthouse. Any comments on your time here are very welcome in our guestbook in the living room, or by email: reservations-gh@INTL.KIT.EDU

According to our records, you will be moving out of apartment # _____ on _____._____.

The **latest check-out time is 9 am, on the day of departure**. We would appreciate greatly, if you informed us via this form, in case you will be leaving earlier, so housekeeping can organize the cleaning accordingly.

Please confirm your planned check-out date: _____ check-out time: _____.

When moving out, you should bear in mind that you will have to deal with some organisational matters, which might take some time:

- **Please note that mail items arriving at the KIT International Guesthouse after your departure will not be forwarded to your new address**, and KIT will not be liable for any lost or destroyed mail nor any damages resulting thereof, after your relocation. **It is advisable for you to buy a service package** (called Nachsendeantrag) **at the post office or online at www.nachsendeauftrag.de, which organizes all the mail forwarding for you.**
- Please cancel contracts with service providers in time: e.g. telecommunication, *BahnCard*, newspapers, memberships at local gyms, etc. and inform your German bank, health insurance, other insurances, employer, etc. in writing about your relocation.
- **If you have stayed in Germany for three months or more and therefore have been registered with the local residents' office, it is obligatory, according to German law, to inform them about your relocation.** The IScO consultants may assist you in this process. Please tick one of the boxes below:
 - My stay in Germany is less than 3 months in total.
 - I will deal with deregistration myself.
 - I would like the IScO consultants to do this for me, and therefore have contacted scholar@intl.kit.edu
 - other _____

Date

Name (printed)

Signature