

Checklist: Before Your Departure

Three Months Before Departure

- Deregister at the local Residents' Registration Office (Einwohnermeldeamt) in the Karlsruhe area only if you are leaving Germany. Please note: If you are moving to another German city, deregistration is not required. When you register at your new address, you will automatically be deregistered in Karlsruhe.
- Cancel or give notice for contracts, as required by the notice periods like rental agreement, electricity/gas/water, phone and internet, subscriptions (e.g. public transport, magazines, clubs).
- If you have been employed at KIT:
 - Clarify with Human Resources when your final salary or stipend payment will be made.
 - If you have paid into the German statutory pension system, consider consulting a pension service adviser regarding possible refunds or future entitlements.
 - If applicable, consult a tax adviser regarding your final tax return or tax obligations after departure.

One Month Before Departure

- Close or prepare the closure of your German bank account, if you will no longer receive payments in Germany.
- If you are accompanied by children: inform the school or kindergarten about your departure date.
- Notify relevant authorities or agencies if you receive social benefits or allowances.
- Return all borrowed items, e.g. library books, media, or equipment.
- Return your KIT ID / guest card and all keys related to your workplace.
- Cancel the broadcasting fee registration (Rundfunkbeitrag), if registered.
- Arrange mail forwarding or provide a forwarding address via the postal service.
- If shipping luggage internationally: contact a forwarding company in advance and check customs regulations for your destination country.

On the Day of Move / Move-Out

- Hand over your accommodation properly: final inspection, meter readings if required, and a signed handover protocol with the landlord.
- Stay connected with KIT by registering with the Research Alumni Network