



Upon leaving Greifswald Checklist at least three months before departure

- **Apartment/Flat**
 - terminate the contract in writing, please note the deadline
 - it might be advisable to send it by registered mail
 - clarify the renovation conditions with your landlord
- **Energy supplier**

terminate the contract before the deadline (usually three full months) and check any further cancellation requirements
- **Gas and Water providers**
 - terminate the contracts
- **Telephone, Internet and Cable connections**
 - terminate contracts, please check the cancellation requirements with the providers
- **Fernseh- und Rundfunkgebühren (Television and Radio Licences) – the *Rundfunkbeitrag***
 - terminate contract
- **Newspaper subscriptions**
 - terminate contracts, check the cancellation requirements
- **Schools and kindergarten**
 - inform the relevant institutions of your departure
- **Kindergeld**
 - inform the Familienkasse about your planned departure
- **Pension funds**
 - make an appointment with the Office of the Deutsche Rentenversicherung (German statutory pension insurance scheme) in Greifswald to clarify your entitlements
- **Income Tax**
 - under certain circumstances: make an appointment with a tax adviser
- **Moving to another European country**
 - check with the website EURAXESS, the advice network for internationally mobile researchers, more information is provided by the Welcome Centre
- **HR department**
 - inquire whether there is anything you need to do before leaving
- **Memberships**
 - Cancel memberships in clubs and associations