

## Check list: Departure from Mannheim

### MBS and the University of Mannheim

- Return your 'ec-UM' Student ID card (if applicable)
- Return all the access keys and/or cards
- Return books from the university library

### Student Accommodation

- Inform Studentenwerk/Housing provider on your departure and make an appointment to return the apartment keys
- Clean your apartment up
  - Ensure that there are no personal belongings left in the apartment
  - Empty refrigerator
  - Take out garbage
  - Take off bed sheets

### Miscellaneous

- De-registration with Administrative Office for Residents (Bürgeramt/Einwohnermeldeamt) responsible for your residency area (only if you relocate out of Germany)
- Cancel any contracts or agreements, e.g mobile phone, internet connection, membership during in Germany.

#### Hints:

- ✓ Some contracts require a termination notice between one to three months in advance. Check the signed contact agreement or contact the customer services
- ✓ Check the acceptable method of termination, whether it is via registered letter, by email, or even by phone
- Update your mailing/postal address record to your new residence and inform your service providers on the new address

#### *Disclaimer:*

*While MBS does its best to compile all information carefully, MBS does not take any liability for the information being complete, correct, and up-to-date. The information shared is based on the current status the MBS is aware of and only serves as a generic guideline.*