

Departure Guide



To- Do's - before you go home

	DONE
1. Receipt of certificate of attendance (Erasmus students only)	<input type="checkbox"/>
2. Removal from the register of students at WH	<input type="checkbox"/>
3. Receipt of transcript of records	<input type="checkbox"/>
4. Deregistration at registration office	<input type="checkbox"/>
5. Cancellation of health and general liability insurance	<input type="checkbox"/>
6. Termination of rental contract	<input type="checkbox"/>
7. Closure of bank account	<input type="checkbox"/>
8. Cancellation of further contracts e.g. mobile phone, GEZ, gym	<input type="checkbox"/>
9. Fill out feedback form	<input type="checkbox"/>



1. Receipt of your certificate of attendance

If you are an **Erasmus student**, you need a certificate of attendance which states your date of arrival and departure. Please send us your flight details/ticket or another document which **confirms your date of departure**. Upon receipt, we will send your certificate of attendance to you.



2. Removal from the register of students at WH

Please fill in the **request of deregistration** "Exmatrikulationsantrag" and get it signed by the required persons. Then send it to us by mail or submit it in person at the International Office. (Students studying in Bocholt give this paper to Mrs. Tenbrink).



3. Receipt of transcript of records

You need an official confirmation stating the courses you participated in and which you have passed successfully at WH. To receive your transcript of records, contact the examination office "**Prüfungsamt**" of your study program. If you leave Germany before all your grades have been published, please inform the "Prüfungsamt" about your **current address abroad** and we will send the transcript to you.



4. Deregistration at registration office

Go to the **registration office** in your respective place of residence to declare your departure and **deregister** (about **1 week before leaving Germany**). If your residence permit expires and you did not give notice before your departure, you will still be considered as living in Germany – illegally.



5. Termination of rental contract

Your rental contract with AKAFÖ ends at **the end of your semester** at WH, irrespective of whether you intend to move out earlier. If you want to leave earlier, you still have to pay your rent for the **whole time** of the contract. Make an **appointment** with your caretaker (or landlord) to **return your key**. Please make sure that your **room is clean** and that **damages** caused during your stay **are fixed**.



6. Cancellation of health and general liability insurance

If you became a member of a German health insurance during your stay, **inform** your health **insurance** about your departure by sending a **confirmation of departure** (e.g. flight ticket) to end your contract. Please also cancel **further insurance contracts** (e.g. general liability insurance).



7. Closure of bank account

All your **payments have to be made** in order to close your bank account. Either close the account in person before you leave, or let the bank know on which date the account should be closed.



8. Cancellation of further contracts

Do not forget to pay **any outstanding bills** and to cancel further contracts e.g. mobile phone, GEZ, gym, etc.



9. Fill out feedback form

We kindly ask you to complete our **exchange student feedback form** as we always strive to improve the conditions for future exchange students.

We wish you a safe journey back home and hope that you had a great time here with us at Westfälische Hochschule. It was nice meeting you, let's keep in touch! 😊

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