

Before your Departure – Checklist for Researchers at TUM

Status: 10/2022

According to our database, your research stay at TUM has ended and you will leave soon or you have left Munich already. We hope your stay at TUM was successful and you enjoyed your time here in Munich!

This checklist will help you prepare when leaving TUM and Munich. We have summarized the most important steps and recommend that you start working on them a few months before your intended departure date. If you have questions, we are happy to offer you further help via e-mail, online or in person.

I. Things to do before leaving Munich and TUM	Done
<p>1. Rental Agreement</p> <ul style="list-style-type: none"> • Terminate your rental contract as indicated in your rental agreement (usually three months before your departure) in writing. • Make an appointment (<i>Schlüsselübergabe</i>) with your landlord to inspect the apartment and talk about the refund of your deposit. Hand over your apartment clean and empty and return the keys. Clarify whether or not you will be responsible for painting the walls. 	<input type="checkbox"/>
<p>2. TUM Accommodation Service</p> <p>In order to help other academics to find an apartment, the TUM Accommodation Service collects private rental offers in an informal database and passes them on to new arrivals. In case you or your landlord are looking for a new tenant, please notify us.</p>	<input type="checkbox"/>
<p>3. Deregistration of residence</p> <p>Deregister if you move to a place outside of Germany and make sure you get a deregistration confirmation. You can register your departure up to 1 week prior, but no later than 2 weeks after moving out. Registering your departure is very important – especially if you wish to return to Germany.</p>	<input type="checkbox"/>
<p>4. Contracts and Insurance</p> <ul style="list-style-type: none"> • Cancel your contracts and insurance in due time (e.g. utilities, telephone and internet provider, public transport subscription, gym membership, health and liability insurance). • Cancel your broadcasting fee ("ARD/ZDF Beitragsservice") online; you will need the deregistration confirmation to do so. 	<input type="checkbox"/>

<p>5. Bank Account</p> <p>Close your bank account. Inform all relevant authorities of your new bank account and/or pay remaining bills ahead of time.</p>	<input type="checkbox"/>
<p>6. Tax Declaration</p> <ul style="list-style-type: none"> • As a scholarship holder, you do not have to file a tax return in Germany since they are tax-exempt. • If you signed an employment contract with TUM, find out whether it is beneficial or even mandatory for your particular case to file a tax return. The authorities will be informed automatically about your departure from Germany when you deregister. 	<input type="checkbox"/>
<p>7. Pension</p> <ul style="list-style-type: none"> • As a scholarship holder, you did not contribute to the German social security system and therefore will not receive pension in Germany. • As an employee of TUM, you automatically contributed to the German social security system as well as the additional pension scheme of VBL and are therefore eligible to receive pension. 	<input type="checkbox"/>
<p>8. Childcare, schools and family benefits</p> <ul style="list-style-type: none"> • Childcare and school: Deregister your child from school or kindergarten and notify the TUM Family Service if they were involved in the application process. • If applicable, inform the responsible authority regarding child allowance and parental allowance about your departure. 	<input type="checkbox"/>
<p>9. Forwarding Request</p> <p>Make sure you have a forwarding request (<i>Nachsendeauftrag</i>) at the post office, so that Deutsche Post will forward your mail.</p>	<input type="checkbox"/>
<p>10. Leaving TUM</p> <ul style="list-style-type: none"> • Return keys, books etc. belonging to the institute and libraries. • Make sure you get the remaining credit of your PersonalCard or GuestCard back at the student union office service point. Send your PersonalCard back to the HR department ZA 2 via internal mail. GuestCards have to be sent back to the IT department. • Set up a forwarding order for your TUM e-mail account. • Join the TUM alumni network and stay connected with more than 67,000 TUM alumni. 	<input type="checkbox"/>

II. General Information

1. Deregistration of Address

City of Munich

You can either turn in your deregistration form in person (arrange an appointment and bring your passport) or via post (include a photocopy of your passport). You can download the deregistration form from the [Residence Registration Offices' website](#) and find further information on the location of the six offices in Munich.

Outside of Munich (e.g. Freising or Garching)

You can deregister at the *Bürgerbüro* of your community in person without an appointment. Find the address and opening hours of your *Bürgerbüro* by typing in your postal code in the field "Vor Ort" on the [Bayern Portal website](#).

2. Pension

German Pension Fund (*Deutsche Rentenversicherung*)

The [website of the German Pension Fund](#) provides information on the German pension system in general as well as detailed information on international regulations that might affect your pension entitlements. They also provide personal consultation via phone.

VBL Spezial

As a researcher employed in the public sector, you can choose between VBLklassik or VBLextra. [In this brochure](#), you can find information on the prerequisites for choosing between VBLklassik and VBLextra, what the differences between these two pension schemes are and what aspects need to be taken into account if your employment status changes later on.

Find your Pension

You can find detailed information on the pension landscape in Germany and Europe on the ["Find your Pension"-website](#). It is targeted to the needs of researchers and provides a pension tracking tool for researchers who worked in several European countries.

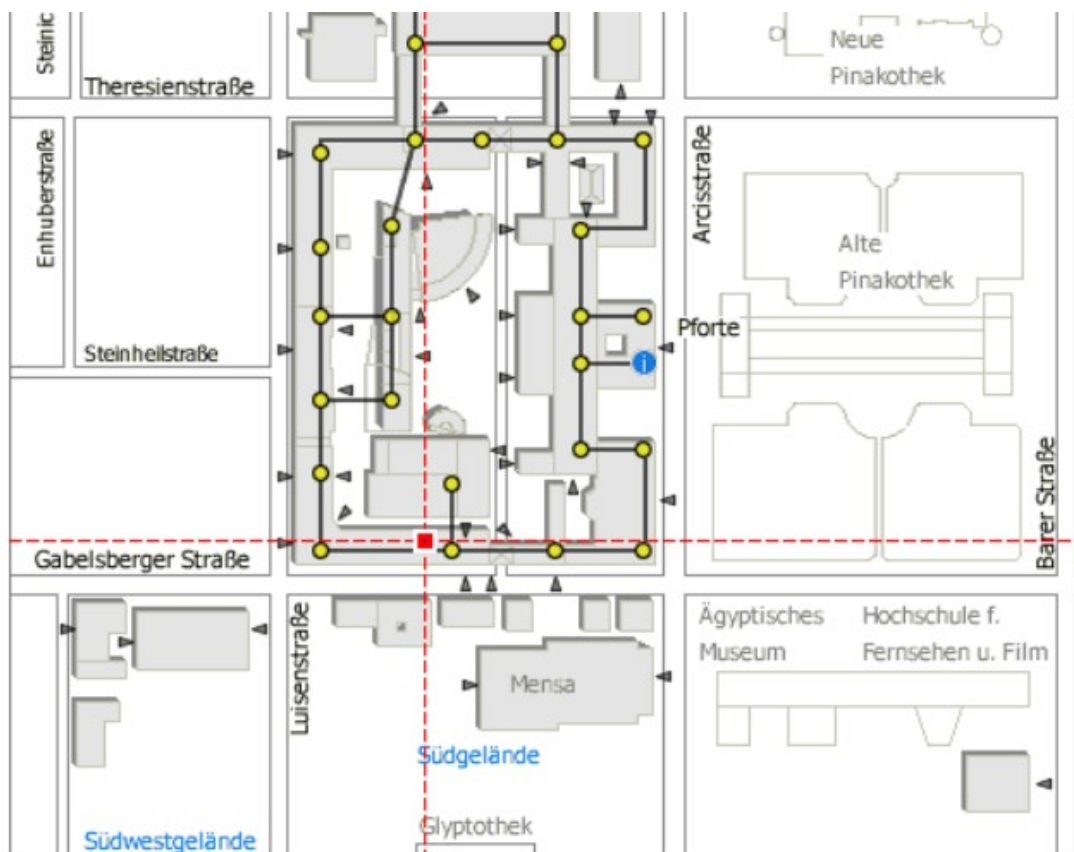
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Note:

Please note that the information researched by the Welcome Services of the TUM Global & Alumni Office does not constitute legally binding information. It cannot replace information provided by experts for the relevant topic. We always recommend that you get individual advice from the respective service points.