



## Departure: Checklist for guest students at Hamm-Lippstadt University of Applied Science

Your studies abroad at HSHL is over and you do not know what needs to be done before leaving? We have created a checklist so that you don't forget anything.

### **Step 1: Cancellation of accommodation / Additional rental costs**

Please take a look at your lease early to know the notice periods.

In Germany, the statutory notice period is 3 months and starts on the 3rd working day of a month.

So if you terminate an apartment on May 2 of a year, you still have to pay rent until the end of July. Of course, you can still occupy the apartment until then.

Please pay attention to these deadlines and always send a notice of termination by post mail, preferably by registered mail (*Einschreiben*), so that you can prove that you actually sent the notice on time.

Some leases are "fixed-term" from the start. This means you agree directly with the landlord that you will move out at a certain time. In this case, no separate notice of termination is necessary.

Many landlords retain the security deposit after the end of the tenancy in order to pay any possibly remaining ancillary costs.

In Germany, ancillary costs are determined according to need. You first pay a lump sum based on the previous year's figures. However, if you use more energy (electricity, water, heating), this will be determined after you move out using water/gas/electricity meter readings. You will then have to pay the additional costs. The determination of the actual costs consumed may take some time, so the repayment of the deposit may also take some time.

**Tip:** If you want to sell or give away small furniture, kitchen utensils or similar items before you leave, you may be able to post a notice in the "Studentenwohnheim" or place ads on [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de). If you are willing to give things away, interested parties can often be found this way, who will then pick them up from you. Charities like CARITAS are also happy to receive donations of household items in good condition.

Perhaps there is already a next tenant who would like to take over these things from you (possibly for a fee).

### **Step 2: Mobile phone and other contracts**

Remember that you need to cancel your cell phone contract or other contracts (e.g. gym) early and stick to the deadlines to avoid additional costs. In Germany, only written notices of termination are valid. Often it is necessary to send the notice by post mail. It is best to ask this individually with each provider if you are unsure.

### **Step 3: Health Insurance**

Please also inform the health insurance company about your departure so that they can cancel your health insurance. You can get all further information from your provider.

### **Step 4: De-registration GEZ**

If you leave Germany, you must deregister from the GEZ. For more information, please visit the website of the [Beitragservice](#).

### **Step 5: Transcript of Records**

After exams, professors have six weeks to submit grades. As soon as the International Office has received all grades, it creates the Transcript of Records and sends it digitally to the home university. The guest students receive it in CC.

Here is our grading system:

<b>HSHL Grade</b>	<b>Description</b>	<b>Translation</b>
<b>1,0</b>	<b>sehr gut</b> – eine hervorragende Leistung	<b>Excellent</b> – outstanding performance
<b>2,0</b>	<b>gut</b> – eine Leistung, die erheblich über den Anforderungen liegt	<b>Very Good</b> – performance clearly above average
<b>3,0</b>	<b>befriedigend</b> – eine Leistung, die durchschnittlichen Anforderungen entspricht	<b>Good</b> – performance on average
<b>4,0</b>	<b>ausreichend</b> – eine Leistung, die trotz ihrer Mängel noch den Anforderungen genügt	<b>Sufficient</b> – performance with deficiency
<b>5,0</b>	<b>mangelhaft</b> – eine Leistung, die wegen erheblicher Mängel den Anforderungen nicht mehr genügt	<b>Fail/ Insufficient</b> – performance which does not meet the requirements
<b>N.A.</b>	<b>Nicht teilgenommen</b>	<b>Student did not attend the exam</b>

### **Step 6: Exmatriculation**

If you leave HSHL, you will need to de-register. As soon as you inform the International Office that your stay has ended, they will send you the corresponding document, which you should fill out and return to the International Office.

The Campus Office will then delete your account with us so that you no longer have access to the learning platform or to your HSHL e-mail address.

### **Step 7: De-registration with the Residents Registration Office / *Abmeldung***

A maximum of one week before your departure, you can deregister your residence in Germany at the Residents' Registration Office.

Use the following links to make an appointment for *Abmeldung* in [Lippstadt](#) or [Hamm](#).

You will receive a confirmation of de-registration. Please keep this document in a safe place as you may need it later on.

## **Step 8: Bank account**

The last thing you should do when you leave Germany is to close your German bank account. It is advisable to cancel it only after all obligations in Germany have been fulfilled (e.g. back payments) and you have received the deposit back. Otherwise, individual transfers abroad are necessary, which can generate additional costs.

It is best to discuss in advance with your bank how to cancel the account from abroad.

## **Further assistance needed?**

If you have any other question please contact the **International Office** at:

 [internationaloffice@hshl.de](mailto:internationaloffice@hshl.de)  +49 (0)2381 8789-140