

SHORT-CHECKLIST
BEFORE DEPARTURE

<i>To-Do:</i>	<i>Important contacts:</i>
<p><u>Transcript of Records:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ask the lecturers/professors of your courses how to obtain a so-called "Achievement Certificate" (credits) for the respective course <input type="checkbox"/> Fill out the Transcript of Records yourself <input type="checkbox"/> Let your ToR signed by your Faculty Coordinator and then by Rostock International House 	<p>Lecturers/professors of your courses / Faculty Coordinators You can find the contacts of your Faculty Coordinator here</p> <p>Rostock International House – Incoming Section incoming.rih@uni-rostock.de Tel.: +49 (0) 381 498 1209</p>
<p><u>Exmatriculation:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> About a month before your departure: attend the Studierendensekretariat in Parkstrasse 6 (or ask for an exmatriculation certificate via e-mail) 	<p>Studierendensekretariat studierendensekretariat@uni-rostock.de Parkstraße 6 D-18057 Rostock Tel.: +49 (0) 381 498 1230</p>
<p><u>Cancellation of the rental agreement:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> If you want to vacate the room early, you must give notice of 6 weeks. <input type="checkbox"/> Fill in the cancellation form <input type="checkbox"/> After completing it, let it stamped by Rostock International House and then submit it back to the Studierendenwerk <input type="checkbox"/> Take into consideration and pay an expense fee of 30€ when you move out: clean your room or apartment 	<p>Studierendenwerk Rostock https://www.stw-rw.de/ Tel.: +49 (0) 381 4592 600</p>
<p><u>Deregistration at the registration office/migration office:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Deregister at the local office <input type="checkbox"/> Non-EU-Students: deregister at the Migration Office 	<p>Local office responsible for your district A list of the local offices can be found here: https://rathaus.rostock.de/de/rathaus/stadtverwaltung/ortsaeamter/250807</p> <p>Migration Office in Rostock https://rathaus.rostock.de/de/rathaus/international/migrationsamt/249700 Neuer Markt 3 18055 Rostock</p>
<p><u>Optional: Closing your bank account:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to your bank and ask them whether there will be an account fee (i.e., a monthly fee that you need to pay to the bank) <input type="checkbox"/> If necessary, close the bank account 	<p>Your bank in Rostock, Germany</p>