

# Before leaving Bochum

## Check list – Exchange Students



1.

### Deregistration at the City Office (Bürgerbüro)

**1st Possibility** (if you need a confirmation of deregistration e.g. for cancelling your health insurance or cell phone contract)

-> in person:

- Make an appointment online for deregistering at the city office about 3 weeks before you move out ([Online-Terminbuchung | Stadt Bochum](#) → *Bürgerbüros*)
- The appointment can be earliest one week before your moving out
- you need your passport and the landlord's confirmation of residence (*Wohnungsgeberbestätigung*)

**2nd Possibility** (if you do **not** need a confirmation of deregistration) -> by post:

- Send Documents to "Bürgerbüro Mitte":
  - the filled out and signed [deregistration form](#)
  - a copy of your passport
  - the landlords confirmation of residence (*Wohnungsgeberbestätigung*)

You receive the landlord's confirmation from your landlord or caretaker at the student hall.

2.

### Deregistration from Hochschule Bochum (Exmatrikulation)

- Send an E-Mail with the the filled out and signed [deregistration form](#) (*Exmatrikulationsantrag*) to your study office (*Studienbüro*)
- Return borrowed books to the library before your deregistration.
- After deregistration please hand in your student ID card to the International Office.

3.

### Transcript of Records

- After examination results are registered in the system you can download your transcript of records from the application "*Studierendenportal*"
- If you need the document officially sent to your home university, please contact the International Office of Hochschule Bochum

4.

### Certificate of Attendance

For a confirmation of the duration of your stay at Hochschule Bochum

- send the certificate of attendance form (issued by your home university) by E-Mail to the International Office at Hochschule Bochum
- make an appointment at the International Office to receive your Certificate *before departure*

5.

## Cancellation of Health Insurance Policy

If you had a German health insurance during your stay at Hochschule Bochum, you need to cancel the health insurance policy

- Contact your health insurance agency
- you need your deregistration confirmation (*Exmatrikulationsbescheinigung*) from Hochschule Bochum
- and your flight ticket or a deregistration confirmation from the city office.

6.

## Cancellation of the Registration at ARD/ZDF Deutschlandradio Beitragsservice (licence fee)

Cancel your licence fee payment at ARD/ZDF Deutschlandradio Beitragsservice before you leave  
→ You can cancel it [online](#) on the website of ARD/ZDF Deutschlandradio Beitragsservice.

7.

## Closing Bank Account

Close your German bank account at your bank branch in person.  
→ Take your passport and your bank card with you.

8.

## Moving out of the student hall

Contact the caretaker (*Hausmeister*) of your student hall around 14 days before your moving out and discuss your moving out.