



Checkliste - Before you leave

These are the things you must do in good time before you leave:

What?	Where?	Done?
Obtain Certificates of Attendance for the courses you have attended	From the lecturers whose courses and lectures you have attended	
Arrange an appointment with the Erasmus/Exchange Coordinator for your Transcript of Records (ToR) and bring your Certificates of Attendance with you to your appointment	With your (Erasmus/Exchange-) Coordinator at the faculty	
Write your Experience Report on your studies at HHU and send it by email to the International Office	E-Mail an: exchange-students@hhu.de	
Return your library books	To the Main Library (ULB) (Bldg. 24.41)	
Send a template for your confirmation of stay/confirmation of departure by e-mail:	To: Monika Lent-Öztürk (Ms) by e-mail: exchange-students@hhu.de	
Obtain your de-registration certificate	From the Student Services Centre (Bldg. 21.02) or online	
Arrange an appointment to hand over your room/apartment; this must take place in the last week before your departure	With the manager of your hall of residence or your landlord in the case of private accommodation	
Arrange an appointment at the Residence Registration Office or local town hall and sign off from your place of residence. Exception: Erasmus students will be signed off automatically from the Studierendenwerk.	You can arrange an appointment by E-Mail: einwohnermeldeamt@duesseldorf.de	
Clean and tidy your room/apartment and hand it over; if the hall manager/landlord so requires, present a copy of your de-registration certificate when you hand over your room/apartment	To your hall manager or landlord or at your private accommodation	