



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

ZENTRALE UNIVERSITÄTSVERWALTUNG,  
REF. VII.1, LMU GATEWAY –  
FOR NEW INTERNATIONAL ACADEMIC STAFF



# LMU Gateway

## CHECKLIST – LEAVING MUNICH

### Administrative Matters

- De-register your residence at the Registration Office if you are moving to a different country
- Arrange for your mail to be forwarded to your new address

### Academic Matters

- Publish your dissertation as prescribed by the doctoral degree regulations
- Obtain your doctoral degree certificate

### Work-Related Matters

- If applicable: give your formal notice
- Find out how many vacation days you have left and when you have your last day
- Say farewell to your colleagues
- If applicable: file your tax return and arrange the transfer of pension funds

### Private Matters

- Cancel your rental contract (the notice period is usually 3 months)
- Cancel any contracts and subscriptions (e. g. utilities, internet, insurance, broadcasting, cell phone etc.)
- Arrange a handover appointment for your apartment and ask your landlord for the return of your deposit
- Find out how long you should keep your German bank account and close it if necessary
- Give away your possessions or arrange for them to be shipped to your next destination

*Please keep in mind that these are only general recommendations, which may differ due to individual circumstances.*