

## International Office

### Check list – Exchange Students Before leaving Bochum

- Deregistration at the City Office (Bürgerbüro):**
  1. Possibility (if you do not require a confirmation of deregistration) -> by post  
Send the filled out and signed [deregistration form](#) with a copy of your passport and the landlord's confirmation of residence (Wohnungsgeberbestätigung) to „Bürgerbüro Mitte“. You receive the landlord's confirmation from your landlord or caretaker in the student hall.
  2. Possibility (if you require a confirmation of deregistration) -> in person  
Make an appointment online for deregistering at the city office (<https://www.bochum.de/Online-Terminbuchung> - Bürgerbüros) about 3 weeks before you move out. The appointment of deregistration can be earliest one week before your moving out. For the appointment you need to take your passport and the landlord's confirmation of residence (Wohnungsgeberbestätigung) with you.
  
- Deregistration from Hochschule Bochum**

The deregistration (Exmatrikulation) has to be made at the study office (Studienbüro) by sending via email the filled out and signed [deregistration form](#) (Exmatrikulationsantrag). Please pay attention that borrowed books have to be returned to the library before your deregistration.

After the deregistration please send your student ID card by post to the International Office.
  
- Transcript of Records**

As soon as all your examination results are registered in the system, you can receive a transcript of records from your study office (Studienbüro). If you need a transcript of records in an English version, please contact the International Office of Hochschule Bochum.

In case that the examination results aren't completely registered before you leave Bochum, then the transcript of records can be sent to you or your home university by post or by email.

- Certificate of Attendance**  
If you need a confirmation of the duration of your stay at Hochschule Bochum, please send the certificate of attendance form (which you have received from your home university) by email to the International Office of Hochschule Bochum.

- Cancellation of Health Insurance Policy**  
If you had a German health insurance during your stay at Hochschule Bochum then you need to cancel the health insurance policy. For this you need to contact your health insurance agency. For the cancellation you need your deregistration confirmation (Exmatrikulationsbescheinigung) from Hochschule Bochum and your flight ticket or a deregistration confirmation from the city office.

- Cancellation of the Registration at ARD/ZDF Deutschlandradio Beitragsservice (licence fee)**  
If you have been registered for paying the licence fee at ARD/ZDF Deutschlandradio Beitragsservice, you should deregister before you leave. The deregistration is possible [online](#) on the website of ARD/ZDF Deutschlandradio Beitragsservice.

- Closing Bank Account**  
You can close your German bank account at your bank branch in person. Please take your passport and your bank card with you.

- Moving out of the Student Hall**  
If you have an accommodation at a student hall, you should contact the caretaker (Hausmeister) of your student hall around 14 days before your moving out and discuss your moving out.